

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



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

Tuesday, January 26, 2016

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

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

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

PUBLIC COMMENT

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

PUBLIC COMMENT FOR ITEMS ON THE AGENDA:

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

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Time shall be devoted to audience participation early on the agenda.

CLOSED SESSION

CALL TO ORDER/ROLL CALL

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

PUBLIC COMMENT

Regarding Closed Session Items

RECESS TO CLOSED SESSION REGARDING:

CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Calif. Government Code Section 54957.6

City Negotiators: City Manager Elaine Aguilar and Assistant City Manager Elisa Cox
Employee Organization: Police Association

PERSONNEL

Pursuant to Calif. Government Code Section 54957

Public Employee Performance Evaluation

Title: City Manager

CONFERENCE WITH LEGAL COUNSEL

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

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

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

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

OPEN SESSION

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

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

**PLEDGE OF ALLEGIANCE AND
INVOCATION/INSPIRATION**

Council Member Denise Delmar

REPORT OUT FROM CLOSED SESSION

City Attorney report from the closed session.

APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

APPROVAL OF MINUTES

Approval of [minutes from the Regular City Council meeting on January 12, 2016](#).

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the Agenda.

PRESENTATION

Update from Public Works Director Bruce Inman regarding water conservation and the City's Water Quality Report

ACTION ITEMS

1. CONSENT

a) ADOPTION OF RESOLUTION 16-08 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 16-08 for approval of payment of City Warrants in aggregate amount of \$244,642.84; Library warrants in the aggregate amount of \$2,791.41, and payroll transfer in the aggregate amount of \$295,684.85 for fiscal years ending June 2016.

b) TREASURER'S REPORT QUARTER ENDING SEPTEMBER 30, 2015

Recommendation that the City Council receive and file.

c) UUT EDUCATIONAL INFORMATION

Recommendation that the City Council approve the schedule of information dissemination and authorize \$7,500 in printing and mailing expenses.

d) SECOND READING OF MUNICIPAL CODE TEXT AMENDMENT 15-04 – ORDINANCE 1371 AMENDING TITLE 17, CHAPTER 17.10 – MARIJUANA CULTIVATION AND MARIJUANA DISPENSARY

Recommendation that the City Council read by title only, pass second reading, and adopt Municipal Code Text Amendment 15-04 amending Title 17, Chapter 17.10 explicitly prohibiting the growing of live marijuana plants cultivation, deliveries, and dispensing of marijuana as a business pursuant to Ordinance 1371.

e) SECOND READING AND ADOPTION OF ORDINANCE 1374 REPLACING SIERRA MADRE MUNICIPAL CODE CHAPTER 15.60 WATER EFFICIENT LANDSCAPE ORDINANCE TO COMPLY WITH CURRENT STATE MODEL ORDINANCE

Recommendation that the City Council read by title only, pass second reading, and adopt Ordinance 1374 replacing Municipal Code Chapter 15.60 Water Efficient Landscape Ordinance to comply with current State Model Water Efficient Landscape Ordinance.

PUBLIC HEARINGS

2. ORDINANCE 1375 – AMENDING CHAPTER 17.20, CHAPTER 17.48, AND CHAPTER 17.60 OF TITLE 17 OF THE SIERRA MADRE MUNICIPAL CODE

Recommendation that the City Council conduct a Public Hearing, introduce, and approve Ordinance 1375 for first reading by title only, and waive further reading.

3. PUBLIC HEARING: CONSIDERATION OF CITY COUNCIL RESOLUTION 16-06 AMENDING THE FEE SCHEDULE BY ADOPTING THE EMERGENCY MEDICAL SERVICES DISPATCH FEE

Recommendation that the City Council conduct a Public Hearing, introduce, and approve Resolution 16-06 amending the Fee Schedule to include an Emergency Medical Dispatch Fee in the amount of \$272.88

ITEMS FOR DISCUSSION

4. CONSIDERATION OF COMMUNITY REQUEST FOR INSTALLATION OF A FOUR-WAY STOP AT THE INTERSECTION OF EAST HIGHLAND AVENUE AND NORTH MOUNTAIN TRAIL AND DIRECT STAFF TO DEVELOP A CODE AMENDMENT ADOPTING THE CURRENT CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES
Recommendation that the City Council direct staff to place additional signage, curb painting, and pavement markings at the intersection of East Highland Avenue and North Mountain Trail, as recommended by the traffic engineer, and direct staff to develop a Code Amendment adopting the current California Manual of Uniform Traffic Control Devices as the basis for installation of traffic control devices in Sierra Madre.
5. TEMPORARY SUPPLEMENTAL POLICE SERVICES FOR NIGHT TIME PATROL
Recommendation that the City Council approve the proposed Memorandum of Understanding with the City of Arcadia for temporary night time patrol services beginning February 7, 2016.
6. APPROVAL OF THE LEASE AGREEMENT WITH THE YMCA
Recommendation that the City Council approve the lease agreement with the YMCA for the Sierra Madre Community Recreation Center.
7. GENERAL PLAN IMPLEMENTATION PROGRAM: POLICE AND FIRE DEPARTMENTS
Recommendation that the City Council provide staff with direction regarding the prioritization of the implementation measures to be carried out in Fiscal Year 2015-2016.

ACTION ITEMS

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

PUBLIC HEARING

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

AVAILABILITY OF AGENDA MATERIALS

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

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at this same place on Tuesday, February 9, 2016.

**MUNICIPAL LAW ENFORCEMENT SERVICES AGREEMENT
BY AND BETWEEN
CITY OF SIERRA MADRE
AND CITY OF ARCADIA**

This Municipal Law Enforcement Services Agreement (hereinafter, "Agreement") is made and entered into this _____ day of _____, 2016 by and between the CITY OF SIERRA MADRE ("Sierra Madre") and the CITY OF ARCADIA ("Arcadia") (hereinafter, collectively "Parties" and individually, "Party").

RECITALS

WHEREAS, Sierra Madre desires to contract with Arcadia for the performance of supplemental law enforcement services by the Arcadia Police Department; and

WHEREAS, Arcadia is agreeable to rendering such law enforcement services for evening patrol and response coverage per the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the Parties mutually agree as follows:

1.0 SCOPE OF SERVICES

- 1.1 Arcadia agrees, through the Arcadia Police Department, to provide general law enforcement services within the corporate limits of Sierra Madre to the extent and in the manner hereinafter set forth in this Agreement.
- 1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by Sierra Madre, through the Sierra Madre Police Department, under the statutes of the State of California. Arcadia shall not be expected or required to enforce Sierra Madre Municipal Code violations.
- 1.3 The law enforcement services provided by Arcadia to Sierra Madre pursuant to this Agreement shall begin at 6:00 p.m. on Sunday February 7, 2016 and continue through 6:00 a.m. on June 30, 2016. The Parties shall review the need to continue

Arcadia's provision of law enforcement services to Sierra Madre on or around May 2, 2016.

- 1.4 Pursuant to this Agreement, Arcadia shall provide law enforcement services to Sierra Madre seven days per week, between the hours of 6:00 p.m. and 6:00 a.m. ("Coverage Hours"), including all general patrol and incident response through dispatch or officer observation, arrests, including warrant arrests, prisoner transport, prisoner bookings, evidence collection and processing for incidents and responses occurring within the Coverage Hours. Arcadia shall normally provide these services through one officer in a patrol vehicle, and appropriate backup as determined adequate and necessary by Arcadia. Said officer and patrol vehicle shall be assigned generally to the area of Arcadia adjacent to Sierra Madre, and will also serve Sierra Madre as if by extension of his/her, and the patrol vehicle, assignment in Arcadia. Said officer and patrol vehicle shall not be dedicated to serve Sierra Madre exclusively; provided, however, that Arcadia will make reasonable effort to dedicate such officer and patrol vehicle exclusively to Sierra Madre during Friday and Saturday night Coverage Hours (subject to any pressing needs of Arcadia). The foregoing services set forth in this paragraph 1.4 shall be referred to as "Services." All administrative processing of arrestees resulting from the Services shall be completed at the Arcadia Police Department pursuant to the Arcadia Police Department Policy Manual.
- 1.5 While arrests made will normally require the services of one patrol vehicle, Arcadia will respond as necessary in the event of a major crime or incident which may require multiple police vehicle unit response, and this shall be deemed to be part of the Services. Arcadia shall handle all arrests made as part of the Services during the Coverage Hours from the beginning of the incident to its conclusion pursuant to Arcadia Police Department Policy. Should any arrest occur as part of the Services during the Coverage Hours, Arcadia shall provide additional investigative services as necessary to prepare the case for submittal to the District Attorney, as this shall be deemed to be part of the Services.
- 1.6 During Coverage Hours, a Sierra Madre dispatcher shall continue to staff the Sierra Madre Police Station and will answer all telephone calls to the station. The

dispatcher shall screen the call and determine whether a response can wait until the day time shift (outside of Coverage Hours) or whether immediate response is required. If immediate response is required, Sierra Madre dispatch shall transfer the call to Arcadia to respond. If the call is for 911 services, Sierra Madre dispatch shall transfer the call to Arcadia if it is police-related.

- 1.7 Should a citizen come into the Sierra Madre Police Station during Coverage Hours with a request for service which the dispatcher determines requires immediate response, Arcadia shall respond to any such request for service following notification to Arcadia of the request by the Sierra Madre dispatcher.
- 1.8 Sierra Madre will provide periodic traffic enforcement during the Coverage Hours. If a Sierra Madre Parking Enforcement Officer is unavailable Arcadia will respond to a parking complaint received during Coverage Hours, but only to those complaints pertaining to a significant traffic hazard which obstructs ingress or egress of roadways, driveways, off-street parking structures and the like. Sierra Madre will handle all other parking complaints.
- 1.9 Arcadia shall respond to any wildlife calls during Coverage Hours which the Sierra Madre dispatcher determines are life-threatening. All other wild-life related calls shall be referred by Sierra Madre dispatch to the Pasadena Humane Society.
- 1.10 Arcadia will respond to dispatched calls during Coverage Hours regarding persons locked in at the Chantry Gate.
- 1.11 Sierra Madre staff shall be responsible at all times for opening and closing Bailey Canyon and the Chantry Gate.
- 1.12 Arcadia shall use its own towing services for any vehicle impounds and storage resulting from an incident response during the Coverage Hours.
- 1.13 Except to the extent specifically and narrowly provided otherwise in this Agreement, Arcadia shall at all times adhere to the Arcadia Police Department Policy Manual in providing Services and other work under this Agreement.

2.0 NOTIFICATIONS AND REPORTING

2.1

- 2.1 As soon as reasonably possible pursuant to and consistent with the Arcadia Police Department Policy Manual Arcadia shall notify the Sierra Madre Police Department if any of the following events occur within Sierra Madre corporate limits:
 - 2.1.1 Arcadia handles any incident response or arrest as part of the Services involving any Sierra Madre employee, including any off-duty Sierra Madre Police Department sworn employee;
 - 2.2.2 Arcadia handles any criminal investigations deemed by Arcadia to be of a serious nature involving any state, federal, or foreign official;
 - 2.2.3 Arcadia responds to any major crime or major event as described in and consistent with Policy 358 of the Arcadia Police Department Manual occurring during Coverage Hours.

3.0 COMPENSATION

- 3.1 Patrol and Incident Response. Sierra Madre shall compensate Arcadia for Arcadia's provision of patrol and incident response services provided during Coverage Hours and generally described in paragraphs 1.4, 1.6, 1.7, 1.8, 1.9, 1.10 and 1.2 pursuant to this Agreement at the flat rate of \$100 per hour. While Patrol and Incident Response services will generally not exceed \$1,200 per day, Arcadia shall be compensated for additional hours necessary to provide Services in response to an incident which occurred within the Coverage Hours.
- 3.2 Additional Investigative or Response Services. In addition to the compensation for patrol and incident response services performed as described in paragraph 3.1, Sierra Madre shall pay Arcadia \$100 per hour for additional or follow up investigative services or multiple unit response performed as described in paragraph 1.5, at flat rate of \$100 per hour.
- 3.3 Administrative Services. In addition to the compensation described in paragraphs 3.1 and 3.2, Sierra Madre shall pay Arcadia a flat rate of \$100 per hour for all administrative work performed at the Arcadia Police Department to document incident responses and arrests made during the Coverage Hours, including

housing of prisoners, bookings, evidence processing, report writing, and creation of any monthly stat sheets for Sierra Madre incidents.

- 3.4 Jail Services. In addition to any and all compensation otherwise set forth in this Agreement, Arcadia shall invoice Sierra Madre and Sierra Madre shall pay Arcadia for booking and housing inmates detained or arrested as a result of the Services at a rate of \$87 for the first day (including booking and housing) and \$10 for each consecutive day thereafter (for housing) per inmate.
- 3.5 Arcadia shall invoice Sierra Madre monthly for all Services and other work provided pursuant to this Agreement, detailing the services provided and broken down into the categories of Patrol and Incident Response, Additional Investigative or Response Services, and Administrative Services.

4.0 ADMINISTRATION OF PERSONNEL

- 4.1 All Sierra Madre employees who work in conjunction with Arcadia pursuant to this Agreement shall remain employees of Sierra Madre and compensated by Sierra Madre and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from Arcadia as a result of this Agreement.
- 4.2 All Arcadia employees assigned to provide services to Sierra Madre pursuant to this Agreement shall remain employees of Arcadia and compensated by Arcadia and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from Sierra Madre as a result of this Agreement.
- 4.3 Sierra Madre shall not be liable for compensation or indemnity to any Arcadia employee or agent for injury or sickness arising out of performance of Services or other work under this Agreement. Arcadia shall indemnify Sierra Madre from any such claim by any of its employees.
- 4.4 Arcadia shall not be liable for compensation or indemnity to any Sierra Madre employee or agent for injury or sickness arising out of performance by Arcadia of Services or other work under this Agreement, or arising out of performance of

work by any Sierra Madre employee.

5.0 INDEMNIFICATION

- 5.1 Sierra Madre shall indemnify, defend, protect and hold harmless Arcadia, and its officials, officers, employees, volunteers and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of a breach of Sierra Madre's obligations under this Agreement, except where caused by the sole negligence or willful misconduct of Arcadia or its officials, officers, employees, volunteers and agents, or as otherwise provided by law.
- 5.2 Arcadia shall indemnify, defend, protect and hold harmless Sierra Madre, and its officials, officers, employees, volunteers and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of a breach of Arcadia's obligations under this Agreement, except where caused by the sole negligence or willful misconduct of Sierra Madre or its officials, officers, employees, volunteers and agents, or as otherwise provided by law.
- 5.2 Arcadia shall indemnify Sierra Madre for any workers compensation claim or other claim of injury made by any Arcadia employee against Sierra Madre for any injury alleged to have occurring during the provision of services pursuant to this Agreement, except to the extent caused by gross negligence or willful misconduct of Sierra Madre or its officials, officers, employees agents or volunteers.

6.0 RIGHT OF TERMINATION

- 6.1 This Agreement may be terminated at any time, with or without cause, by either Party upon written notice given to the other Party at least fifteen (15) days before the date specified for such termination.
- 6.2 In the event of a termination, each Party shall fully discharge all obligations owed to the other Party accruing prior to the effective date of such termination, and,

except as otherwise provided herein, each Party shall be released from all obligations which would otherwise accrue subsequent to the effective date of termination.

7.0 NOTICES

Unless otherwise specified herein, all notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the Parties at the following addresses (as applicable) and to the attention of the person named. Addresses and persons to be notified may be changed by either Party by giving ten (10) calendar days prior written notice thereof to the other Party.

Notices to Sierra Madre shall be addressed as follows:

Sierra Madre Police Department
242 Sierra Madre Boulevard
Sierra Madre, CA 91024
ATTN: Chief of Police
Phone: (626) 355-1414
Fax: (626) 355-5468

Notices to Arcadia shall be addressed as follows:

Arcadia Police Department
250 West Huntington Drive
Arcadia, CA 91066
Attn: Chief of Police
Phone: (626) 574-5151
Fax: (626) 447-6581

8.0 AMENDMENTS

All changes, modifications, or amendments to this Agreement must be in the form of a written agreement duly executed by authorized representatives of Sierra Madre and Arcadia.

9.0 AUTHORIZATION WARRANTY

9.1 Sierra Madre represents and warrants that the person(s) executing this Agreement on behalf of Sierra Madre are authorized agents who have actual authority to bind Sierra Madre to each and every term, condition, and obligation of this Agreement and that all requirements of Sierra Madre have been fulfilled to provide such actual authority.

9.2 Arcadia represents and warrants that the person(s) executing this Agreement on behalf of Arcadia are authorized agents who have actual authority to bind Arcadia to each and every term, condition, and obligation of this Agreement and that all requirements of Arcadia have been fulfilled to provide such actual authority.

10.0 ENTIRE AGREEMENT

This Agreement, and executed Amendments thereto, constitute the complete and exclusive statement of understanding of the Parties which supersedes all previous agreements, written or oral, and all communications between the Parties relating to the subject matter of this Agreement.

11.0 SEVERABILITY

If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each Party still receives the benefits of this Agreement.

ACCEPTED AND AGREED TO:

Elaine Aguilar, City Manager
City of Sierra Madre

Dated

Dominic Lazzaretto, City Manager
City of Arcadia

Dated

APPROVED AS TO FORM:

Teresa L. Highsmith
City Attorney, City of Sierra Madre

Stephen P. Deitsch
City Attorney, City of Arcadia

Agenda
Regular Meeting of the Sierra Madre City Council,
Successor Agency, and Public Finance Authority
Tuesday, January 12, 2016
Closed Session: 5:00 p.m.; Open Session: 6:30 p.m.
City Hall Council Chambers, 232 W. Sierra Madre Blvd.

Mayor, John Capoccia, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency, and Public Finance Authority at 5:00 p.m. The Mayor asked for public comment and there was none. The Mayor immediately adjourned the meeting to a Closed Session. The City Council returned from Closed Session at 6:28 p.m. and the Mayor opened the Open Session at 6:30 p.m. City Clerk, Nancy Sue Shollenberger, read the Roll noting that all City Council Members were present.

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

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

Absent: None

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

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Council Member, Rachelle Arizmendi, led the Pledge of Allegiance and followed with:

100 Years Ago

What a difference a century makes! Here are some of the U. S. statistics from one hundred years ago:

- The average life expectancy in the U. S. was 47 years.
- Only 14 percent of the homes in the U. S. had a bathtub.
- Fuel for cars was only sold in a drug store.
- Only 8 percent of the homes had a telephone.
- The average U. S. worker made between \$200 and \$400 per year.
- More than 95 percent of all births in the U. S. took place at home.
- Most women only washed their hair once a month, and used borax or egg yolks for shampoo.
- Canada passed a law prohibiting poor people from entering their country for any reason.
- The population of Las Vegas, Nevada, was only 30!
- Two out of every 10 adults couldn't read or write.
- Only 6% of Americans graduated from High School.
- Marijuana, heroin, and morphine were all available over the counter at the local corner drugstores.
- There were about 230 reported murders in the entire U. S.

Much has changed in 100 years. Change is inevitable. But as we look forward into this new year, I am confident that we will deal with change in the best way that serves our City, our residents, and our Community. Cheers to Sierra Madre in 2016.

APPROVAL OF AGENDA:

City Manager, Elaine Aguilar, asked that Item 1c) from the Consent Calendar and Item #7 on the Agenda be pulled from the Agenda this evening.

Council Member, John Harabedian moved and it was seconded by Council Member, Rachele Arizmendi for approval of the Agenda as amended by the City Manager (Item 1c) under the Consent Calendar and Item #7) be pulled from the Agenda. The motion passed by unanimous voice vote.

APPROVAL OF MINUTES OF DECEMBER 8, 2015:

Council Member, Rachele Arizmendi moved and it was seconded by Council Member, John Harabedian for approval of the Minutes of December 8, 2015 as presented. The motion passed by unanimous voice vote.

MAYOR AND CITY COUNCIL REPORTS:

- 1) Council Member, Denise Delmar, congratulated the Sierra Madre Rose Float Association for another win this year, receiving the "Animation Trophy". It was a cute float. Council Member Delmar thanked all the volunteers involved in the project.
- 2) Council Member, John Harabedian, announced that this is the time of the year when he hears from his out-of-town people. We had a great Float. It is a source of pride for our City of Sierra Madre.
- 3) Mayor Pro Tem, Gene Goss, remarked that he agrees with all that has been said. Our Float is a source of pride for all of us!
- 4) Mayor Capoccia, also agrees with all that has been said.
- 5) Council Member, Rachele Arizmendi, also congratulated the Sierra Madre Rose Float Association and all that worked on the Float. Staff work over the holidays was appreciated. Sierra Madre is recognized for its "country living". We are the top Christmas Town in United States.

REPORT OUT OF CLOSED SESSION:

Teresa Highsmith, City Attorney reported on the closed session:

- 1) Conference with Legal Counsel
Pursuant to Calif. Government code Section 54956.9(d)(4)
The City Council finds based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

Initiation of Litigation: Number of potential cases: Two

The City Attorney announced that the City Council received a briefing and direction, but no action was taken.

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

The City Attorney announced that direction was provided.

- 3) Conference with Legal Counsel
Pursuant to Calif. Government Code Section 54956.9(a)
The City Council/Agency finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

Existing Litigation Case No. GC046442

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

The City Attorney announced that the City Council received a briefing and provided direction.

- 4) Personnel
Pursuant to Calif. Government Code Section 54957
Public Employee Performance Evaluation
Title: City Manager

The City Attorney announced that time did not permit the discussion of this item, and it would be held after the Open Session this evening.

PUBLIC COMMENT:

Barry Ziff, Trustee of the Sierra Madre Library

Mr. Ziff announced that he was present this evening to update everyone on what is going on at the Library:

- Monday, January 18th, the Library will be closed.
- One Book One City is scheduled for July. It will be a Baseball theme.
- Toni Buckner is Acting Director of the Library.
- Program 1-2-3 Play With me – there are three openings – parenting for five sessions. Check with Christine at the Library.
- 46th Annual Wine Tasting is February 19th. 6:00 Premiere event; and 7:00 Main Event. Tickets are available at several stores in town.

Thank you.

ACTION ITEMS:

- 1). CONSENT CALENDAR

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

1a). WARRANTS

Staff recommends approval of Resolution No. 16-01 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS" and approval for payment of City Warrants in the aggregate amount of \$254,982.01; Sierra Madre Library Warrants in the aggregate amount of \$14,196.68; and Payroll Transfer in the aggregate amount of \$324,755.41 for the fiscal year ending June 30, 2016.

1b). CONSIDERATION OF RESOLUTION NO. 16-03: ADOPTING THE FRIENDS OF THE SIERRA MADRE PUBLIC LIBRARY MEMORANDUM OF UNDERSTANDING.

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

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

The Friends of the Sierra Madre traditionally donate an approximate \$55,000 to the Library, each year, however, for FY 15-16 the amount is anticipated to be closer to \$155,000 in order to make improvements in line with the Facility Master Plan. The Friends also support the Library with significant volunteer resources each year.

Staff recommends the City Council adopt Resolution No. 16-03 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE ADOPTING THE FRIENDS OF THE SIERRA MADRE PUBLIC LIBRARY MEMORANDUM OF UNDERSTANDING".

1c). At the request of staff, this item was pulled from the Agenda.

1d). CONSIDERATION OF RESOLUTION NO. 16-05 APPOINTMENT OF DONNA CAYSON TO PART-TIME TEMPORARY POLICE LIEUTENANT AND ANTOINETTE BUCKNER TO INTERIM LIBRARY SERVICES DIRECTOR.

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

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

Staff recommends the City Council adopt Resolution No. 16-05 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPOINTING OF DONNA CAYSON TO PART-TIME TEMPORARY POLICE LIEUTENANT AND ANTOINETTE BUCKNER TO INTERIM LIBRARY SERVICES DIRECTOR".

1e). APPROVAL OF PURCHASES/SERVICES IN EXCESS OF \$25,000 FOR fy 2015-2016

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

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

1f). INCREASED BROADBAND FOR LIBRARY

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

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

There are upfront costs to join the CalREN network with rebate available within a year's time. The quote for joining the CalREN network is attached to the Agenda and summarized below:

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

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

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

1g). CONSIDERATION TO APPLY FOR FUNDING OF THREE (3) FULL TIME ENGINEERS THROUGH THE FY 2015 DEPARTMENT OF HOMELAND SECURITY (DHS) STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT

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

The application period for the FY 2015 SAFER grant opens in February 2016. Staff recommends that the City Council grant approval to the Sierra Madre Fire Department to apply for funding for the positions of three (3) full-time Engineers, and to authorize the City Manager or her designee to execute the application on behalf of the City of Sierra Madre.

1h). RECOMMENDATION TO ISSUE REQUEST FOR PROPOSALS FOR DESIGN OF PHASE 2 WATER MAIN REPLACEMENTS

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

West Montecito, Baldwin to Auburn Avenue
Fern Drive Canyon Crest to Skyland Drive
Canyon Crest Drive, Orange Drive to Idle Hour Lane
Cross country – Canyon Crest Drive to Brookside Lane
Woodland Drive, North end to Yucca Trail

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

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

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

1l). RECOMMENDATION TO APPROVE PLANS AND SPECIFICATIONS FOR WATER MAIN REPLACEMENTS IN SIERRA PLACE AND MANZANITA AVENUE AND DIRECT STAFF TO SEEK CONSTRUCTION BIDS

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

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

1j). CONSIDERATION OF ADDITIONAL COSTS OF FINAL CORROSION STUDY

Staff recommends that the City Council approve \$7,040 in additional consultant costs associated with the preparation of the Final Corrosion Control Study and appropriate said amount from Water Fund reserves.

The City Attorney has reviewed the terms of the June 10, 2014 Professional Services Agreement and Scope of Services against the detail of services rendered in the Request for Reimbursement.

Staff believes that the additional costs of \$3,280 for preparation for and attendance at multiple meetings with MWD, city staff, and City Council are a reasonable and appropriate extra cost on the project and recommends approval of that expenditure. The City Attorney concurs that the costs for preparation and attendance at the additional meetings listed in the AQUALITY invoice represent work provided outside of the original Agreement Scope of Services, that the hourly rate of \$160 for the work is consistent with the Agreement terms and that the time charged appears reasonable.

1k). WARRANTS

Staff recommends approval of Resolution No. 16-07 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS" and approval for payment of City Warrants in the aggregate amount of \$641,985.63; Sierra Madre Library Warrants in aggregate amount of \$15,541.67 and Payroll Transfer in the aggregate amount of \$276,542.75 for the fiscal year ending June 30, 2016.

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

Bids have been received for the construction of the proposed storage addition to the Hart Park House.

Staff recommends that the City Council award a construction contract in an amount not to exceed \$68,975 to M. C. Alyea Construction of Riverside for the construction of the Storage Addition to the Hart Park House/Senior Center.

Five companies provided bids and M. C. Alyea was the low bidder on the project.

Mayor Capoccia opened for public input and there was none.

Mayor Pro Tem, Gene Goss, moved and it was seconded by Council Member, Rachele Arizmendi for approval of the Consent Calendar with the changes made by staff. The motion passed by unanimous voice vote.

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

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

The property owner, Mark Abernathy, is requesting that the City Council consider approving a request to nominate the property located at 101 West Bonita Avenue - Webster House, as a local Historic Cultural Landmark to be included in the City's Designated Historic Cultural Landmark List. Pursuant to Code Section 17.82.050, a property may be designated a historic landmark if it meets prescribed historic and/or architectural criteria.

On November 8, 2015, the Planning Commission opened a public hearing, received a staff report and a presentation by the applicant, received public testimony, discussed the project, and recommended approval of the historic designation of the Webster House, pursuant to Planning Commission Resolution No. 15-14 included in the Agenda as Exhibit B.

On November 24, 2015, the City Council opened a public hearing, and continued the nomination of the Webster House to January 12, 2016, at the request of the property owner.

Staff recommends approval of the request for historic designation pursuant to City Council Resolution No. 15-69.

Mayor Capoccia remarked that this item had a full presentation at the Planning Commission.

The Mayor followed by opening for public input and there was none.

Council Member, Rachele Arizmendi moved and it was seconded by Council Member, John Harabedian, for approval of the Webster House – 101 West Bonita Avenue as a local Historical Cultural Landmark to be listed on the City's Historic Cultural Landmark list pursuant to City Council Resolution No. 15-69. The motion passed by unanimous voice vote.

3). MUNICIPAL COSE TEXT AMENDMENT 15-04 (MCTA 15-04) – ORDINANCE NO. 1371 AMENDING TITLE 17, CHAPTER 17.10.

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

The City Council will consider alternatives to Ordinance No. 1371 amending Title 17, Chapter 17.10 of the Municipal Code to establish local control measures regulating the growing of five plants, cultivation, and distribution of medical marijuana.

On October 9, 2015, Governor Brown signed a comprehensive package of bills to establish a regulatory structure for medical marijuana businesses. Together, Assembly Bill (AB) AB 243, AB 266, and Senate Bill (SB) SB 643 comprise the Medical Marijuana Regulation & Safety Act.

On December 3, 2015, the Planning Commission conducted a public hearing, and discussed the proposed revisions to Chapter 17.10 of the Municipal Code. The Planning Commission continued the hearing to December 17, 2015 to allow for further discussion. The Planning Commission directed staff to provide two alternatives to the ordinance for their consideration; one ordinance that prohibits the growing of live plants, deliveries, and dispensaries in the City of Sierra Madre (Exhibit A), and a second ordinance that imposes land use regulations on the growing of live plants and cultivation for the personal medical use of marijuana (Exhibit B).

At its December 17, 2015 meeting, the Planning Commission unanimously recommended approval of the Municipal Code Text Amendments prohibiting the growing of marijuana plants, cultivation, deliveries, and dispensaries as a business, and establishing land use regulations of the growing of live marijuana plants for personal medical use. The Planning Commission recommended MCTA was attached to the Agenda (Ordinance No. 1371) and Planning Commission Resolution No. 15-17 was also attached to the Agenda as Exhibit C.

It is recommended to adopt Municipal Code Text Amendment No. 15-04, identified in Exhibit A, amending Title 17, Chapter 17.10 (Marijuana Cultivation and Marijuana Dispensary), explicitly prohibiting the growing of live marijuana plants cultivation, deliveries and dispensing of marijuana as a business pursuant to Ordinance No. 1371, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING MUNICIPAL CODE CHAPTER 17.10 REGULATING THE CULTIVATION AND DISTRIBUTION OF MARIJUANA", for first reading by title only, and waive further reading.

The Planning Commission recommendation was to adopt Municipal Code Text Amendment 15-04, identified in Exhibit B, amending Title 17, Chapter 17.10 (Marijuana Cultivation and Marijuana Dispensary), establishing land use regulations for the growing of live marijuana plants for personal medical use pursuant to Ordinance No. 1371 and Planning Commission Resolution No. 15-17 (Exhibit C in Agenda), for first reading by title only and waive further reading.

The following was attached to the Agenda;

Exhibit A: Ordinance No. 1371 (Explicitly prohibiting the growing of live marijuana plants, cultivation, deliveries, and dispensaries as a business within the City of Sierra Madre.

Exhibit B: Ordinance No. 1371 (Prohibits the cultivation of marijuana plants and delivery within the City of Sierra Madre as a business, with the exception of personal medical use cultivation).

Council Member, John Harabedian, asked the City Attorney , under Section 1, Division C, are we providing “safe harbor?

The City Attorney noted that this provision is savings clause, because we cannot criminally prosecute someone for violation of the ordinance. Our Ordinance prohibits this conduct and the remedy is code enforcement. There is likely to be a savings clause in most if not all such ordinances adopted by other cities. There is one correction to the staff report: last week the City of South Pasadena adopted their ordinance with Personal Use Exemption, if you are a qualified patient with a medical marijuana card. So in the San Gabriel Valley, so far there is only one city that has created a personal use exemption.

Mr. Gonzalez noted that it is only allowed if you have a Marijuana card.

Mayor Capoccia opened for public input

Brian Abernathy

Mr. Abernathy remarked that a couple years ago there was a fire loss to property due to having a grow house inside. There are lots of lamps and fans for indoor use. The City doesn’t need to get involved with permitting a personal use.

Mayor Capoccia closed public input.

Council Member, Denise Delmar, stated that she feels at this point in time, we don’t have code enforcement. I am okay with the first ordinance. We can always amend.

City Attorney, Teresa Highsmith, remarked that if the City doesn’t carve out a Personal Use Exemption, it will default to state Law. In Option A, you won’t stop people from growing for personal use. The Planning Commission felt it would have more land use control over a use that will occur anyway. The timeline to develop such regulations is short. We will lose opportunity to do so later.

Council Member, Rachelle Arizmendi asked if procedurally, if 100 sq. ft. is too much, can we change.

The City Attorney noted that you are doing “first reading” tonight so you can make any changes you like to the ordinance.

Mayor Pro Tem, Gene Goss, noted that “Federal” law prohibits this.

The City Attorney remarked Yes, there is nothing to stop the Feds from coming into Sierra Madre to enforce federal law; however, adopting a local ordinance in compliance with state law won’t create federal liability for the City.

Mayor Capoccia noted that the State allows cultivation even if we prohibit.

The City Attorney noted that under the new state law, you need to get dual licenses to cultivate for distribution to a dispensary – a license fro the city you are in and a license from the state. Actual “sale” of marijuana is not legal. Personal use does not require licensing under state law, which permits a qualified patient to grow six marijuana plants for personal use, with a marijuana card.

Mayor Capoccia asked if we go with Option A, can people still grow for personal use?

The City Attorney noted that someone could be seen growing plants for personal use with card. Ordinance doesn't stop that, as it is intended to prohibit cultivation that would require licensing under state law. The Planning Commission didn't want Sierra Madre to be a test case by trying to prohibit all cultivation – even for personal use.

Mayor Capoccia noted that with Option A – can you legally plant outdoors? Option B allows growing outdoors only. I agree with Mr. Abernathy, I don't want to encourage a grow house in Sierra Madre. Does it give us more power to implement Option B?

The City Attorney stated that Option B was drafted to avoid the potential of grow house – and it gives the City more land use control over how you can grow marijuana with a marijuana card.

Mayor Capoccia questioned if you could grow six plants in 32 sq. ft. space.

Council Member, John Harabedian stated that he is concerned about Option B. You could cultivate indoors with lamps, etc. What are fire risks with lights inside? Would you want to encourage indoor? By adopting "B", it causes conflict with the State Law. How will it make things easier – why allow 100 sq. ft.? Under "A" there is no issue.

The City Attorney remarked that the State law does not preempt a city from adopting its own regulations. The City could have its own rules. The State has not yet created its rules for cultivation – it isn't expected to do so until 2018. Under either Option "A" or "B", you could instead define cultivation to exclude growing for personal use with a marijuana card, rather than to affirmatively permit it.

Council Member, Rachelle Arizmendi asked if there is time to develop an ordinance for personal use or amend the ordinance later.

The City Attorney stated that we only have until March 1, 2016. But in 2018 the State will create its own licensing scheme, which will require dual licensing. So if the City you are located in does not allow cultivation, then you can't cultivate because you need two licenses – one from the City and one from the State. With the Ordinance tonight we are saying no-one will get a license in Sierra Madre. You are putting your foot in the door now and possibly could adjust your regulation later. What we are saying with this Ordinance is that cultivation for business use is prohibited in Sierra Madre – you need a dual license for that.

Mayor Capoccia noted that the State may explicitly regulate personal use.

The City Attorney stated that personal use cultivation is currently carved out of the new state law for licensing or marijuana cultivation.

Mayor Capoccia asked why the Planning Commission made their recommendation. I don't see an argument either way.

Gina Frierman-Hunt, Member, Planning Commission

Ms. Frierman-Hunt remarked that the Planning Commissioners questioned why it was coming to them. But State law allows personal cultivation for six plants which could grow wherever. This is a Land Use issue – we thought it would be nice to control where plants are grown in safest possible way.

Mayor Capoccia noted that by being inside, there is less nuisance to neighbors. Weird things can happen though, when trying to grow marijuana inside a house.

Council Member, John Harabedian, stated that you are telling folks how they will use their property. You are saying indoors. It could cause a fire hazard. We shouldn't tell folks how to grow their plants if they have a card to do so. I want to know if our public safety officials think it is safer to grow marijuana inside or outside.

Larry Giannone, Safety Director and Police Chief

Chief Giannone joked that Monrovia is a good City to grow. I agree with the City Council, you can't really control whether children have access to plants grown indoors. With regard to outdoors, getting a case court for violation is slim to none. I prefer outdoors as the safer option. If you have an extra bedroom and grow plants – pretty soon you have 18-20 plants, more lighting and lamps, creating a fire hazard; also growing indoors could create a greater break-in risk.

Council Member, Rachelle Arizmendi, noted that she was concerned about the timeline. There is no compelling reason for "B".

Council Member, Denise Delmar, remarked that she appreciated the work the Planning Commission did. I am concerned about public safety as noted by our Chief.

Mayor Capoccia stated, that the City Council is okay with Option A.

Council Member, Rachelle Arizmendi moved and it was seconded by Mayor Pro Tem, Gene Goss, for approval of Exhibit A. The motion passed unanimously by voice vote.

4). FIRST READING OF ORDINANCE NO. 1374 REPLACING SIERRA MADRE MUNICIPAL CODE CHAPTER 15.60 WATER EFFICIENT LANDSCAPE ORDINANCE TO COMPLY WITH CURRENT STATE MODEL ORDINANCE.

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

The City's existing Water Efficient Landscape Ordinance (Ordinance No. 1300) was adopted in December of 2009. As noted below, the ordinance requires updating at this time.

Staff recommends that the City Council introduce Ordinance No. 1374 for first reading, hold a public hearing on the matter.

The Governor's Drought Executive Order of April 1, 2015 directed the State Department of Water Resources to update the State's Model Water Efficient Landscape Ordinance (MWELo). That new Model Ordinance was approved by the California Water Commission on July 15, 2015. Local agencies were given until December 1, 2015 to adopt the State Model Ordinance or their own version thereof. Local agencies working together to develop regional ordinances were given until February 1 to adopt their updated regional Water Efficient Landscape Ordinances (WELo's).

Acting on information that the San Gabriel Valley Council of Governments was developing a San Gabriel Valley WELO, city staff deferred bringing the matter to City Council until receiving the COG version of the WELO. Staff was recently advised by COG staff that the COG's efforts to develop an ordinance have been abandoned and that many COG member agencies have opted to utilize the regional ordinance adopted by Orange County.

Staff recommends that the city Council introduce Ordinance No. 1374 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, PROVIDING A MANDATORY UPDATE OF THE SIERRA MADRE WATER EFFICIENT LANDSCAPE ORDINANCE BY REPLACING CHAPTER 15.60 OF THE MUNICIPAL CODE", for first reading, hold a public hearing on the matter.

Mayor Pro Tem, Gene Goss questioned how you would define "new landscape"?

Mr. Inman stated it is newly installed or rehabilitated existing for a minimum of 2,500 sq. ft.

Council Member Harabedian questioned for requirement for meters and sub-meters?

Mayor Pro Tem, Gene Goss, noted that the meter is for home owner use, not seen or monitored by the City.

Mr. Inman noted that the ordinance allows for sub-meters. The property owner or resident can keep track of water used for irrigation.

Council Member Harabedian noted that a new project over 5,000 sq. ft. requires you to put in a sub-meter?

Mr. Inman stated that the resident can call a plumber to do the work or a landscape architect.

Mayor Capoccia noted that you have to get a permit.

Council Member Delmar noted that you have to get a permit, this is a local ordinance.

Mr. Inman noted that we originally intended to use the San Gabriel Valley Regional ordinance out of the COG, but the effort was abandoned. That is why we looked at the Orange County Regional Ordinance as a model.

Mayor Capoccia opened for public comment and there was none.

City Attorney Highsmith pointed out a typographical correction needed to the Ordinance before the Council.

Council Member, John Harabedian, moved and it was seconded by Council Member, Denise Delmar, for approval of Ordinance No. 1374 "AN ORDINANCE OF THE CITY COUNCIL OF THE CIUTY OF SIERRA MADRE, PROVIDING A MANDATORY UPDATE OF THE SIERRA MADRE WATER EFFICIENT LANDSCAPE ORDINANCE BY REPLACING CHAPTER 15.60 OF THE MUNICIPAL CODE", for first reading by title only, and with correction noted by the City Attorney. The motion passed by unanimous voice vote.

5). STOP THE UTILITY USERS TAX INITIATIVE – SUFFICIENCY OF PETITIONS

Elaine Aguilar, City Manager announced that a “Notice of Intent to Circulate Petition” was received in October 2015 to repeal the City’s Utility Users Tax (UUT). According to the Los Angeles County Registrar Recorder and the City Clerk, an adequate number of valid signatures were obtained to qualify the initiative petition. The City Council has a number of alternatives which are explained in this staff report. Staff is seeking City Council direction.

On October 5, 2015, Mr. Earl Richey and Mr. David McMonigle (Proponents) filed a “Notice of Intent to Circulate Petition” for the purpose of repealing the City of Sierra Madre’s Utility User’s Tax. In accordance with Election Code (EC) Section 9203, the City Attorney prepared a Ballot Title and Summary. On November 16, 2015, the Proponents filed proof of publication of a “Notice to Circulate Petition” with the City. The Proponents had 180 days from receipt of the Ballot Title and Summary to circulate the petition and obtain the requisite amount of signatures.

Pursuant to Article XXIII C, Section 3, of the California Constitution, reducing or repeal of any local tax, assessment, fee or charge is subject to the initiative process. Pursuant to Article II, Section 8, of the California Constitution, the required number of signatures is based upon 5% of voters casting ballots at the last gubernatorial election. The canvass of ballots cast for the November 4, 2014 Gubernatorial Election in the City of Sierra Madre was 3,824. Therefore, a total of 191 valid signatures are required to qualify the initiative petition.

On December 21, 2015, the Proponents filed their “Notice of Submission of Signatures.” That same day, the City Clerk forwarded the petitions to the Los Angeles County Registrar-Recorder for signature verification.

Pursuant to EC Section 9114, the City Clerk/Registrar-Recorder has 30 days, Saturday, Sundays and holidays excepted, in which to verify signatures on the initiative petition. The signatures on said petition are to be verified and/or rejected as to whether or not the signers are registered voters within city limits based on Affidavits of Registration on file in with the LA County Registrar-Recorder. On December 29, 2015, the LA County Registrar-Recorder/City Clerk advised that sufficient signatures were submitted to qualify the initiative petition.

Pursuant to EC Section 9214, upon certification of sufficiency of signatures, the City Council must either:

Option 1: Adopt the ordinance, without alteration, at the regular meeting at which the certification of the petition is presented, or within 10 days after it is presented. (The City Manager subsequently noted that this Option was not available because the existing ordinance was adopted by vote of the people).

Option 2: Pursuant to EC Section 9212, order a report analyzing the impact of the ordinance on municipal operations. Staff must present the report no later than 30 days after it is ordered by the City Council. When the report is presented to the City Council, the city Council shall either adopt the ordinance within 10 days or order an election.

Option 3a: Pursuant to EC Section 1405(b), submit the ordinance, without alteration, to the voters at the General Municipal Election to be held April 10, 2018, and direct the City Clerk to cause publication of the entire text of the proposed ordinance in the sample ballot.

Option 3b: Should the Council decide to forgo the ordering of a report analyzing the impact of the ordinance on municipal operations (Pursuant to Elections Code 9212), the Council may schedule a special Council meeting, prior to January 15th, to adopt the necessary resolutions to place the matter on the April 12, 2016 ballot, and direct the City Clerk to cause publication of the entire text of the proposed ordinance in the sample ballot. The City Clerk would need to establish deadlines for preparation of ballot arguments and rebuttal arguments.

Option 3 is presented with two alternatives due to the timing of placing items on the April 12, 2016 municipal ballot and because the Proponents did not request a special election. Pursuant to the Elections Code, the last day to call for an election for a ballot measure is January 15, 2016. (A copy of the elections Calendar is attached to the Agenda). If the Council requests the report pursuant to Elections Code 9212, staff must present the report no later than 30 days after it is ordered by the City Council. L Thirty days from January 12th is February 11, 2016. This essentially means the report would return to the February 9th Council meeting, which is past the January 15th deadline to place measures on the April 1, 2016 ballot.

The adopted budget for Fiscal Year 2015-16 includes \$1M in UUT revenues, which is approximately 22% of overall General Fund revenues. The Council has spent much time evaluating the impact on city services of the reduction in the current UUT to 6%. The financial impacts of a reduction to 0%, or the loss of an additional \$2M in General Fund revenue, it is recommended tht the City Council select Option 2 above and direct staff to prepare the report analyzing the impact of the ordinance on municipal operations and present the report at the February 9, 2016 meeting.

Approximately \$500 is owed to the Los Angeles County Registrar-Recorder for services rendered to verify signatures on the initiative petition. Sufficient funds were budgeted for election-related expenses in the adopted Fiscal Year 2015-16 Budget.

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

Mayor Pro Tem, Gene Goss asked if staff was aware of any city ever sending an initiative to the ballot without first ordering economic report?

The City Attorney stated that in her more than 25 years of public service she does not know of any city which did not first order a fiscal review of the initiative before sending it to the ballot.

Council Member, Rachelle Arizmendi, asked that since we have been working on the budget and have already studied the impact of a 6% UUT on the budget, how much time would it take to complete Section 9212 report on a complete UUT Repeal?

The City Manager stated that staff would need 30 days to get back to the City Council. It involves financial impacts by department. We have annual required audits right now and not enough staff at the moment to do this any faster.

Council Member, Denise Delmar, asked about the purpose of a financial report for voters of City. Is information used for arguments for and against?

The City Attorney stated that Section 9212 report is factual and would benefit and inform the voters and inform drafting of the arguments for and against. That is the purpose.

Council Member, John Harabedian, noted that the last day to call for this proposed ballot measure is January 15, 2016.

Nancy Sue Shollenberger, City Clerk, stated that there is not enough time to consider the UUT Repeal at this time for the April 12, 2016 election, given the need to prepare ballot arguments and rebuttals.

Mayor Capoccia opened for public input.

Barry Gold, Ramona Avenue

Good evening Mayor Capoccia and Council Members. The initiative process, especially at the local level, is the best protection we have to insure that a government of the people and by the people is truly for the people. Concerning the Stop the UUT initiative, I don't know if I want to vote for it or not, but I do know that I want the opportunity to be able to make that choice. 384 people signed the petition, many more wanted to. 264 of those signatures were certified. This is almost 40% more signatures than is needed. What is not needed is an impact study that will tell you what everyone already knows. The signatures were collected, counted, and certified. I urge you to do whatever is necessary to put this measure on the April 2016 ballot thus protecting our precious initiative system. Thank you for your time.

Council Member, Rachele Arizmendi noted that there are three major issues:

- 1). Timing for April 2016 – voters should be able to make a decision.
- 2). Financial Report, Section 9212 – it is absolutely necessary.
- 3). If not the April ballot – what other option do we have?

Council Member, Denise Delmar, noted that she thinks Barry Gold makes a good point – it is important to allow people to vote on this. The fiscal impact report is the first step. We need to afford those who are preparing ballot arguments the ability to have that information and the City Clerk says we cannot do that and make the general election in April this year.

Council Member, Rachele Arizamendi, remarked that there was not a request for a special election.

City Attorney, Teresa Highsmith, stated that the City Council has the discretion to call a special election and consolidate it with State primary, even if they did not request a special election. Normally you can only place a tax measure on a general election – but because this is an initiative to eliminate a tax, not create or increase one, the Council could choose to call a special election and consolidate with the June Primary.

Mayor Pro Tem, Gene Goss, remarked that everyone likes the democratic process. Signatures were gathered and we will address for a future ballot.

Mr. Barry Gold, (who was allowed by the Mayor to speak again after Council discussion) stated he was going to ask if it can be on the June Primary and that question has been answered.

Mayor, John Capoccia, noted that the financial report is a benefit to the voters. It is a necessary information and a powerful impact. I want the facts. Also important to note, the signature gatherers misrepresented themselves when they asked me for a signature on the petition. We need the facts. I am absolutely supportive of the democratic process. The Mayor asked the City Clerk if there was time for the initiative to be considered at the June Primary Election?

City Clerk, Nancy Sue Shollenberger, remarked that she would check with Martin & Chapman tomorrow and let the City Council know.

City Attorney, Teresa Highsmith, stated that to order an election and report, staff has 30 days to bring back and 10 days after receipt to make a decision to call the election. You should have time to consolidate with the June Primary.

Mayor Capoccia stated that we will consider the June Primary. The City Clerk will let us know.

Council Member, Denise Delmar, remarked that we are requesting a financial report in 30 days. Check on the timeline for June Primary. Then make a decision for when to put the initiative on the ballot, including possibly consolidating with the June Primary. Direction was provided to staff accordingly.

BREAK: The Mayor requested a break at 8:25 p.m. and the City Council reconvened at 8:35 p.m.

6). REVIEW OF SEPTEMBER 2012 INFRASTRUCTURE REPORT (OCTOBER 2015 STRATEGIC PLAN ITEM).

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

Staff recommends that the City Council direct staff to continue with the implementation of street, sewer, and water improvement projects as provided for in the FY 2015-16 budget and in previous Council direction.

Mr. Inman reviewed the following:

- Priority 1 – Water Distribution System
- Priority 2 – Water Supply
- Priority 3 – Storm Drain/NPDES/EWMP
- Priority 4 – Streets
- Priority 5 – Trees
- Priority 6 – Sidewalks
- Priority 7 – Sewers
- Priority 8 – ADA Compliance
- Priority 9 – Facilities Maintenance

As stated in the September 2012 report, "Much of Sierra Madre's infrastructure is old, and regular infrastructure maintenance has often been deferred due to a lack of adequate funding. The situation that Sierra Madre finds itself in is not new; infrastructure maintenance funding shortages are chronic in Sierra Madre as they are elsewhere in the state." This statement remains true today, because there are no existing funding sources that are sufficient to address the continual deterioration of infrastructure.

Staff recommends that the City Council direct staff to continue with the implementation of street, sewer, and water improvement projects as provided for in the FY 2015-16 budget and in previous Council direction.

Mr. Inman noted that sewers are inspected by cameras. There are holes in the pipes and sections of damaged pipes.

Mayor Pro Tem, Gene Goss questioned if when tearing up the streets for water mains, will you be paving the streets completely?

Mr. Inman remarked that it would be nice if we could pave, but we can't do at this point.

Mayor Pro Tem, Gene Goss questioned tree trimming and the 5-year grid schedule. When trimming will we get to all trees? Do you have a process where the people know when their trees will be trimmed?

Mr. Inman stated that some tree removals can be \$2,000 each. The budget is good for tree removals. We haven't had a plan previously for notifying the people when their trees will be trimmed. We need a level of funding for five years.

Mayor Pro Tem Goss asked if staff uses discretion as to whether a tree should be trimmed on that schedule?

Mr. Inman noted that with regard to grid trimming – we use the discretion by street, not per tree in the grid trimming schedule.

Mayor, John Capoccia, stated that there are consequences to not maintaining infrastructure. We should not continue to kick the can down the road. Let's proceed and adjust priorities as needed.

Mayor Capoccia opened for public comment.

De Alcorn, E. Grand View Avenue

Mr. Alcorn stated that he thinks the citizens have had a free ride for too long regarding the costs of maintaining our public facilities. The water infrastructure should have been self-sustaining all along. The Water Department should be self-sustaining. There is inadequate funding to insure this. There should be adequate funding coming in through our rates. Is maintenance and repair structured in? What does it cost a citizen to get water? Is there a fund for services?

Mr. Inman announced that he was handed a note – there is a leak on W. Montecito by Bethany. There is a sink hole developing.

Mayor Capoccia wanted to comment on Mr. Alcorn's remarks. The proposal from the Consultant recommended higher water rates. We did reduce what was really required to keep our water system functioning because of the Prop 218 process. This is political problem. It is in the interest of ratepayers to protect the future. This is a receive and file agenda item.

Mayor Pro Tem, Gene Goss stated that he completely agrees with what has been said. We need to work on trust issue.

7). This item was pulled from the Agenda.

8). STRATEGIC PLAN FROM OCTOBER 20, 2015 RETREAT

Elaine Aguilar, City Manager, updated the City Council on the progress that has been made on the Strategic Plan Objectives.

Mayor Capoccia opened for public comment and there was none.

This agenda item is a receive and file.

FUTURE AGENDA ITEMS: None

ADJOURNMENT

The City Council adjourned to a Closed Session at 9:06 p.m. The City Council returned from Closed Session at 10:45 p.m. and City Attorney Highsmith announced that direction was provided to the City Manager at her annual Performance Evaluation. The meeting was adjourned at 10:46 p.m.

John Capoccia, Mayor

Minutes taken and typed by:

Nancy Sue Shollenberger
City Clerk

RESOLUTION NUMBER 16 – 08

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$244,642.84; Sierra Madre Library Warrants in aggregate amount of \$2,791.41 and Payroll Transfer in the aggregate amount of \$295,684.85 for the fiscal year ending June 30, 2016.

APPROVED AND ADOPTED this 26th day of January, 2016.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16 – 08 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 26th day of January, 2016 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of January 26, 2016**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrant	\$244,642.84
Sierra Madre Library Warrant	\$2,791.41
Payroll #26 Transfer.....	\$295,684.85

Warrant Register 1/26/16**Attachment A**

Fiscal Year	Description	Amount	Page #
FY 1516	Manual Warrants	17,350.15	1-4
FY 1516	General Warrants - Utility Bills	59,024.87	5-6
FY 1516	General Warrants	168,267.82	7-11
	Total	244,642.84	

Fiscal Year	Description	Amount	Page #
FY 1516	Library Warrants	2,791.41	12
	Total	2,791.41	

Date: 1/14/2016	Payroll #1 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	295,684.85	
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1

Packet: APPKT02680 - MAN 01/26/16

Check Date: 01/11/2016

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
	BANK OF AMERICA						
APBNK	Check			<u>INV017674</u>	BANK OF AMERICA- EA/LEAGUE OF CALIFORNIA	10000.11000.53402	1,257.11
				<u>INV017685</u>	BOA - SH/ SUPPLIES/TRASH PUMP/BATTERY	10000.61000.53300	549.37
						10000.61000.53999	239.84
				<u>INV017675</u>	BOA- CT/ PERFORMER WORKSHOP	10000.90000.53402	21.00
Fund 10000 Total:							2,067.32
Fund: 34001 - DEVELOPMENT FEES							
	BANK OF AMERICA						
APBNK	Check			<u>INV017679</u>	BOA- VG/TRAINING	34001.40000.53402	149.00
Fund 34001 Total:							149.00
Fund: 36001 - EMERGENCY MEDICAL SERVICES							
	BANK OF AMERICA						
APBNK	Check			<u>INV017685</u>	BOA - SH/ SUPPLIES/TRASH PUMP/BATTERY	36001.64000.53300	32.68
Fund 36001 Total:							32.68
Fund: 60002 - INT SVC FND - ADMINISTRATION							
	BANK OF AMERICA						
APBNK	Check			<u>INV017671</u>	Bank of America - EC/ COLLECTION BOX/ HR SOF	60002.30000.53100	200.08
				<u>INV017673</u>	BANK OF AMERICA-MM/BL PAPER	60002.30000.53102	56.39
Fund 60002 Total:							256.47
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT							
	BANK OF AMERICA						
APBNK	Check			<u>INV017671</u>	Bank of America - EC/ COLLECTION BOX/ HR SOF	60007.70101.52100	158.00
Fund 60007 Total:							158.00
Fund: 71000 - WATER ENTERPRISE FUND							
	BANK OF AMERICA						
APBNK	Check			<u>INV017670</u>	BANK OF AMERICA CC/ SMALL TOOLS	71000.81100.53205	196.49
Fund 71000 Total:							196.49
Report Total:							2,859.96



City of Sierra Madre, CA

Check Approval

2

Packet: APPKT02682 - MAN 01/26/16

Check Date: 01/12/2016

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 77001 - AQUATICS					
<u>VEN02687</u>	Condor Inc				
APBNK	Check	<u>10197-RET</u>	MUNICIPAL POOL REPLASTER PROJECT	77001.00000.23500	13,881.25
				Fund 77001 Total:	13,881.25
				Report Total:	13,881.25



City of Sierra Madre, CA

Check Approval

3

Packet: APPKT02691 - MAN 01/26/16
Vendor Set: 01 - Vendor Set 01

Check Date: 01/20/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>0373</u>	SAN GAB VALLEY CITY MANAGERS ASSOC.				
APBNK	Check	<u>INV017754</u>	SGV CITY MANAGERS LUNCH MEETING	10000.11000.53402	80.00
Fund 10000 Total:					80.00
Report Total:					80.00



City of Sierra Madre, CA

Check Approval

4

Packet: APPKT02703 - MAN 01/26/16
Vendor Set: 01 - Vendor Set 01

Check Date: 01/20/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 60000 - INT SVC FND - FLEET					
<u>0391</u>	STATE BOARD OF EQUALIZATION				
APBNK	Check	<u>G677688P</u>	UNDERGROUND STORAGE TANK MAINTENANCE	60000.83100.55001	528.94
Fund 60000 Total:					528.94
Report Total:					528.94



City of Sierra Madre, CA

Check Approval

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Packet: APPKT02692 - UTILITIES 1/26/16
Vendor Set: 01 - Vendor Set 01

Check Date: 01/20/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>0641</u>	AT&T				
APBNK	Check	<u>62691178140662-01</u>	Power Radio Monthly Maint	10000.50000.53301	1,035.75
Fund 10000 Total:					1,035.75
Fund: 32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA					
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	<u>2011946423-010816</u>	ELECTRICITY	32005.83500.55003	143.91
Fund 32005 Total:					143.91
Fund: 32006 - LIGHTING DISTRICT - ZONE A					
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	<u>2011946423-010816</u>	ELECTRICITY	32006.83500.55003	242.57
Fund 32006 Total:					242.57
Fund: 32007 - LIGHTING DISTRICT - ZONE B					
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	<u>2011946423-010816</u>	ELECTRICITY	32007.83500.55003	1,046.40
Fund 32007 Total:					1,046.40
Fund: 32008 - PARKING ASSMNT DIST					
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	<u>2037520756-011216</u>	ELECTRICITY	32008.83000.55003	581.19
Fund 32008 Total:					581.19
Fund: 32009 - SANTA ANITA/ARNO ASSESSMENT					
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	<u>2011946423-010816</u>	ELECTRICITY	32009.83500.55003	170.62
Fund 32009 Total:					170.62
Fund: 38005 - GAS TAX FUND					
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	<u>2011946423-010816</u>	ELECTRICITY	38005.83500.55003	4,239.33
		<u>2037520756-011216</u>	ELECTRICITY	38005.83500.55003	50.99
Fund 38005 Total:					4,290.32
Fund: 60000 - INT SVC FND - FLEET					
<u>0216</u>	THE GAS COMPANY				
APBNK	Check	<u>11826147883-010616</u>	NATURAL GAS FUEL	60000.83100.55001	497.70
Fund 60000 Total:					497.70
Fund: 60001 - INT SVC FND - FACILITIES MGT					
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	<u>2036613305-010616</u>	ELECTRICITY	60001.83200.55003	941.70
		<u>2037520756-011216</u>	ELECTRICITY	60001.83200.55003	6,298.01
<u>0216</u>	THE GAS COMPANY				
APBNK	Check	<u>13511935002-011316</u>	GAS	60001.83200.55004	106.09
		<u>16651877009-011216</u>	GAS	60001.83200.55004	99.85
		<u>19591871009-011216</u>	GAS	60001.83200.55004	21.48
		<u>16861877005-011216</u>	GAS	60001.83200.55004	609.49
<u>0221</u>	VERIZON CALIFORNIA				
APBNK	Check	<u>6261970352-010416</u>	PHONE SVC	60001.83200.55005	2,496.26
<u>0642</u>	VERIZON WIRELESS - LA				
APBNK	Check	<u>9757899957</u>	CELL PHONE SVC	60001.83200.55005	905.07
Fund 60001 Total:					11,477.95
Fund: 60003 - INT SVC FND - TECHNOLOGY					
<u>VENO2262</u>	GLOBAL CAPACITY				
APBNK	Check	<u>49387871</u>	DSL Line Monthly Charge	60003.30000.52200	1,298.68
<u>1439</u>	TIME WARNER CABLE				

Packet: APPKT02692 - UTILITIES 1/26/16
 Vendor Set: 01 - Vendor Set 01

Check Date: 01/20/2016

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBNK	Check	8448300220164625-C	CABLE SVC	60003.30000.52200	201.71
		8448300220027467-1	CABLE SVC	60003.30000.52200	51.50
		8448300220131806-C	CABLE SVC	60003.30000.52200	508.48
<u>VEN02100</u>	TIME WARNER CABLE-BROADBAND				
APBNK	Check	039966201-010116	BROADBAND HSD SVC	60003.30000.52200	144.99
		040107401-010116	BROADBAND HSD SVC	60003.30000.52200	134.99
Fund 60003 Total:					2,340.35
Fund:	71000 - WATER ENTERPRISE FUND				
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	2037520756-011216	ELECTRICITY	71000.81100.55003	31,681.56
<u>0221</u>	VERIZON CALIFORNIA				
APBNK	Check	6261970352-010416	PHONE SVC	71000.81100.55005	58.89
Fund 71000 Total:					31,740.45
Fund:	77001 - AQUATICS				
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	2037520756-011216	ELECTRICITY	77001.71000.55003	634.07
<u>0216</u>	THE GAS COMPANY				
APBNK	Check	13721935008-011316	GAS	77001.71000.55004	4,823.59
Fund 77001 Total:					5,457.66
Report Total:					59,024.87



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Packet: APPKT02702 - GEN 1/26/16
Vendor Set: 01 - Vendor Set 01

Check Date: 01/20/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0433</u>	ALLSTAR FIRE EQUIPMENT, INC.						
APBNK	Check			<u>186762</u>	SUPPRESSION EQUIPMENT	10000.61000.53300	1,381.19
				<u>186666</u>	SUPPRESSION EQUIPMENT	10000.61000.53300	758.64
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBNK	Check			<u>635303</u>	ASPHALT	10000.83500.53206	88.05
<u>0326</u>	CITY OF PASADENA						
APBNK	Check			<u>3002115</u>	INMATE HOUSING/11-15	10000.50000.52003	1,176.00
<u>0185</u>	D. F. POLYGRAPH						
APBNK	Check			<u>2016/1</u>	PRE-EMPLOYMENT POLYGRAPH	10000.50000.52100	300.00
<u>0713</u>	DEPT OF JUSTICE						
APBNK	Check			<u>142245</u>	FINGERPRINTS 12-15	10000.50000.52200	113.00
<u>VEN01781</u>	EMERGENCY REPORTING						
APBNK	Check			<u>2016_0320</u>	SUBSCRIPTION REPORTING RENEWAL	10000.61000.53409	1,688.00
<u>1649</u>	EMERGENCY RESPONSE CRIME SCENE CLEANING						
APBNK	Check			<u>T2015-848</u>	DECONTAMINATE UNIT 100	10000.50000.52006	150.00
<u>VEN01936</u>	FOOTHILL COMMUNICATIONS LLC						
APBNK	Check			<u>1586</u>	BATTERIES	10000.61000.53301	653.73
<u>VEN01951</u>	INDUSTRIAL NETWORKING SOLUTIONS						
APBNK	Check			<u>INV-1527505</u>	RADIO ANTENNA	10000.50000.53301	173.67
<u>VEN02088</u>	JCL TRAFFIC SUPPLIES AND EQUIPMENT						
APBNK	Check			<u>83135</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	589.69
<u>0515</u>	LANDSCAPE WAREHOUSE						
APBNK	Check			<u>2473736</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	5.71
<u>VEN01628</u>	Law Enforcement Medical Services, Inc.						
APBNK	Check			<u>11925</u>	BLOOD WITHDRAWAL	10000.50000.53304	55.00
<u>1540</u>	MAESTRO QUALITY CLEANERS						
APBNK	Check			<u>7350</u>	CLEANING OF JAIL BLANKETS	10000.50000.52006	28.00
<u>1065</u>	MAIL BOX & POSTAL						
APBNK	Check			<u>225300</u>	SHIPPING & POSTAGE	10000.50000.53101	10.00
				<u>225289</u>	SHIPPING & POSTAGE	10000.50000.53101	34.53
<u>0786</u>	OFFICE DEPOT, INC						
APBNK	Check			<u>813214252001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	276.89
				<u>813217530001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	37.69
<u>0323</u>	PASADENA HUMANE SOCIETY						
APBNK	Check			<u>JAN2016CTYSM</u>	ANIMAL CONTROL SVCS /01-16	10000.50000.52004	2,171.24
<u>0325</u>	PASADENA STAR NEWS						
APBNK	Check			<u>900030985-INV01774</u>	SUBSCRIPTION	10000.50000.53501	83.96
<u>VEN01608</u>	Phoenix Group Information Systems						
APBNK	Check			<u>082015200</u>	PARKING CITATION SVCS /8-15	10000.50000.52200	1,545.74
				<u>112015200</u>	PARKING CITATION SVCS /11-15	10000.50000.52200	1,301.05
<u>VEN01191</u>	Poly-Corr Industries						
APBNK	Check			<u>48334A-IN</u>	SAND BAGS	10000.83500.53206	1,199.00
<u>1032</u>	PUENTE READY MIX, INC.						
APBNK	Check			<u>80159</u>	READY MIX SIDEWALK PARTNERSHIP	10000.83600.53211	163.50
				<u>80289</u>	READY MIX SIDEWALK PARTNERSHIP	10000.83600.53211	839.30
<u>VEN01559</u>	San Gabriel Valley Police Chiefs' Association						
APBNK	Check			<u>INV017742</u>	SGVPCA DUES	10000.50000.53409	250.00
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT						
APBNK	Check			<u>1064293-1</u>	STREET CONSTRUCTION MATERIAL/STREET	10000.83500.53206	182.47
<u>1277</u>	STEPHEN HEYDORFF						
APBNK	Check			<u>INV017753</u>	REIMBURSEMENT - FLASHLIGHTS	10000.61000.53300	130.71
<u>VEN02444</u>	Superior Court of CA, Co of L. A.						
APBNK	Check			<u>INV017740</u>	COURT FEES/PARKING REV DISTRIBUTION/11-15	10000.50000.52200	2,617.00

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBNK	Check	<u>INV017741</u>	COURT FEES/PARKING REV DISTRIBUTION/08-15	10000.50000.52200	2,743.50
<u>0404</u>	TOM'S UNIFORMS				
APBNK	Check	<u>3062</u>	UNIFORMS & OFFICER NOTEPADS	10000.50000.53100	54.50
		<u>3068</u>	UNIFORMS & OFFICER NOTEPADS	10000.50000.53303	254.25
		<u>2464</u>	UNIFORMS & OFFICER NOTEPADS	10000.50000.53303	182.03
		<u>4112</u>	UNIFORMS	10000.61000.53303	159.09
		<u>1981</u>	UNIFORMS	10000.61000.53303	159.09
<u>VEN02702</u>	Vital Medical Services LLC				
APBNK	Check	<u>1012</u>	INMATE MEDICAL CLEARANCE	10000.50000.52100	960.00
Fund 10000 Total:					22,516.22
Fund: 36001 - EMERGENCY MEDICAL SERVICES					
<u>0109</u>	AIRGAS USA				
APBNK	Check	<u>9932754751</u>	MEDICAL OXYGEN	36001.64000.53300	412.70
<u>0433</u>	ALLSTAR FIRE EQUIPMENT, INC.				
APBNK	Check	<u>186563</u>	EMS EQUIPMENT	36001.64000.53300	337.90
<u>1438</u>	BOUND TREE MEDICAL LLC				
APBNK	Check	<u>81998815</u>	EMS SUPPLIES	36001.64000.53300	614.70
<u>0172</u>	COMPRESSED AIR SPECIALTY INC.				
APBNK	Check	<u>00026939</u>	EMS SUPPLIES	36001.64000.53300	1,094.89
<u>0404</u>	TOM'S UNIFORMS				
APBNK	Check	<u>1981</u>	UNIFORMS	36001.64000.53303	68.18
		<u>4112</u>	UNIFORMS	36001.64000.53303	68.18
<u>1053</u>	WITTMAN ENTERPRISES, LLC				
APBNK	Check	<u>15011056</u>	EMS BILLING SERVICES (FY 2015-16)	36001.64000.52200	1,792.18
<u>1387</u>	ZOLL MEDICAL CORP				
APBNK	Check	<u>90017283</u>	DEFIBRILLATOR - EXTENDED WARRANTY	36001.64000.52302	4,393.25
Fund 36001 Total:					8,781.98
Fund: 37004 - LOCAL TRANSPORTATION/PROP A					
<u>1455</u>	FIRST TRANSIT INC				
APBNK	Check	<u>11175626</u>	Dial-A-Ride Transportation	37004.70000.52203	11,804.52
<u>0267</u>	LACMTA				
APBNK	Check	<u>6001346</u>	CPOS TAP CARD/12-15	37004.70000.52001	90.00
Fund 37004 Total:					11,894.52
Fund: 37006 - SENIOR CENTER					
<u>1455</u>	FIRST TRANSIT INC				
APBNK	Check	<u>11175626A</u>	Senior Excursion - Candlelight Pavilion	37006.72000.52200	275.25
<u>VEN01969</u>	INLAND EMPIRE STAGES				
APBNK	Check	<u>47040</u>	Transportation for Senior Excursions	37006.72000.52200	763.00
Fund 37006 Total:					1,038.25
Fund: 37007 - SM COMMUNITY FOUNDATION					
<u>VEN01613</u>	GANAHL LUMBER COMPANY				
APBNK	Check	<u>R592650</u>	LUMBER AND HARDWARE SUPPLY	37007.83200.52209	55.67
		<u>R592586</u>	LUMBER AND HARDWARE SUPPLY/ CITY HALL	37007.83200.52209	60.55
<u>VEN02710</u>	RTC Memorial Markers, Inc.				
APBNK	Check	<u>15/4735</u>	Brick Engraving 4 x 8	37007.83200.52209	3,461.15
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT				
APBNK	Check	<u>1070791-1</u>	ASPHALT MATERIAL	37007.83200.52209	110.66
		<u>1066499-1</u>	ASPHALT MATERIAL	37007.83200.52209	32.16
		<u>1071233-1</u>	ASPHALT MATERIAL	37007.83200.52209	74.41
Fund 37007 Total:					3,794.60
Fund: 38004 - ENVIRONMENTAL FUND					
<u>0574</u>	WEST COAST ARBORISTS, INC.				
APBNK	Check	<u>111637</u>	ANNUAL TREE MAINTENANCE	38004.83300.52200	5,400.00
Fund 38004 Total:					5,400.00
Fund: 60000 - INT SVC FND - FLEET					
<u>0207</u>	ERNIE'S AUTO PARTS				
APBNK	Check	<u>14IN212988</u>	VEHICLE MAINTENANCE SUPPLIES/DROP LIGHT/	60000.83100.53208	8.52
		<u>14IN213132</u>	VEHICLE MAINTENANCE SUPPLIES/PD#2093	60000.83100.53208	64.57
		<u>14IN213897</u>	VEHICLE MAINTENANCE SUPPLIES PD#2094	60000.83100.53208	10.63

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0899</u>	GOLDENWEST LUBRICANTS, INC.				
APBNK	Check	<u>INV000327316</u>	OIL AND CITY FLEET	60000.83100.53208	148.02
<u>1454</u>	JDS TANK TESTING & REPAIR INC				
APBNK	Check	<u>8324</u>	TANK TESTING AND MAINTENANCE/12-15	60000.83100.55001	140.00
		<u>8358</u>	TANK TESTING AND MAINTENANCE	60000.83100.55001	240.00
<u>1608</u>	MUNICIPAL MAINTENANCE EQUIP IN				
APBNK	Check	<u>0106782-IN</u>	SEWER TRUCK	60000.83100.53208	500.56
<u>VEN02634</u>	P. F. Services Inc				
APBNK	Check	<u>11478</u>	MAINTENANCE FUEL	60000.83100.55001	490.00
		<u>11570</u>	MAINTENANCE FUEL	60000.83100.55001	196.00
		<u>11802</u>	MAINTENANCE FUEL	60000.83100.55001	3,945.00
<u>0360</u>	QUINN COMPANY				
APBNK	Check	<u>PC810727974</u>	HEAVY EQUIPMENT PARTS	60000.83100.53208	275.90
<u>2013</u>	SIGN CONTRACTORS INC				
APBNK	Check	<u>13190</u>	DECAL FOR RA41	60000.83100.56006	185.30
<u>0391</u>	STATE BOARD OF EQUALIZATION				
APBNK	Check	<u>P486584P</u>	DIESEL FUEL TAX	60000.83100.55001	184.99
Fund 60000 Total:					6,389.49
Fund:	60001 - INT SVC FND - FACILITIES MGT				
<u>0714</u>	CINTAS CORPORATION #693				
APBNK	Check	<u>693613531</u>	UNIFORM CLEANING	60001.83200.53303	269.05
<u>0169</u>	CITY WHOLESALE ELECTRIC CO.				
APBNK	Check	<u>213043</u>	ELECTRICAL SUPPLIES	60001.83200.53200	96.11
		<u>211005</u>	ELECTRICAL SUPPLIES	60001.83200.53200	186.71
<u>1334</u>	HP MECHANICAL INC.				
APBNK	Check	<u>1302</u>	HVAC MAINTENANCE	60001.83200.52301	2,960.00
<u>0336</u>	POST ALARM SYSTEMS				
APBNK	Check	<u>838571</u>	ALARM MONITORING/02-16	60001.83200.52200	43.50
		<u>843196</u>	ALARM MONITORING/02-16	60001.83200.52200	34.00
		<u>843038</u>	ALARM MONITORING/02-16	60001.83200.52200	48.45
		<u>839854</u>	ALARM MONITORING/02-16	60001.83200.52200	40.00
		<u>839072</u>	ALARM MONITORING/02-16	60001.83200.52200	19.50
		<u>842065</u>	ALARM MONITOR - REC/02-16	60001.83200.53200	48.45
		<u>839854A</u>	ALARM MONITOR - REC/02-16	60001.83200.53200	40.95
<u>0399</u>	TELETRONIC ALARM SYSTEMS				
APBNK	Check	<u>B6426026/01-16</u>	ALARM SVC - LIBRARY	60001.83200.52200	60.00
Fund 60001 Total:					3,846.72
Fund:	60002 - INT SVC FND - ADMINISTRATION				
<u>0507</u>	DIRECT CONNECTION				
APBNK	Check	<u>55198</u>	Envelopes/Admin & BL	60002.30000.53102	190.75
<u>0241</u>	HINDERLITER, DE LLAMAS & ASSOC				
APBNK	Check	<u>0024520-IN</u>	CONTRACT SERVICES- 4th quarter	60002.30000.52100	301.97
<u>0786</u>	OFFICE DEPOT, INC				
APBNK	Check	<u>815756895001</u>	Office Supplies/CH	60002.30000.53100	547.23
		<u>815757103001</u>	Office Supplies/CH	60002.30000.53100	3.26
<u>VEN01670</u>	ROGERS, ANDERSON, MALODY & SCOTT, LLP				
APBNK	Check	<u>45937</u>	Prof Svc/Auditor	60002.30000.52100	2,075.00
		<u>45702</u>	Prof Svc/Auditor	60002.30000.52100	1,800.00
		<u>45511</u>	Prof Svc/Auditor	60002.30000.52100	13,750.00
<u>1659</u>	TOTALFUNDS BY HASLER				
APBNK	Check	<u>7900011002367830-C</u>	Postage Refill	60002.30000.53101	18.98
Fund 60002 Total:					18,687.19
Fund:	60003 - INT SVC FND - TECHNOLOGY				
<u>1786</u>	AXONTECH LLC				
APBNK	Check	<u>7212</u>	Network Maintenance	60003.30000.52100	1,437.50
		<u>7199</u>	Network Maintenance	60003.30000.52100	747.50
		<u>7168</u>	Network Maintenance	60003.30000.52100	690.00
		<u>7195</u>	Network Maintenance	60003.30000.52100	1,437.50
		<u>7222</u>	Monthly Datto Backup Servers	60003.30000.52200	858.00
		<u>7209</u>	Computer Supplies	60003.30000.52200	188.34



Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN02677</u>	ClientFirst Consulting Group LLC	APBNK	Check	<u>5970</u>	IT Master Plan	60003.30000.52200	3,843.00
<u>1167</u>	COMMUNITY MEDIA OF THE FOOTHILLS	APBNK	Check	<u>253</u>	SMTV Production Services	60003.30000.52100	2,331.01
<u>1476</u>	RICOH AMERICAS CORPORATION	APBNK	Check	<u>5039907242</u>	Copier Supplies	60003.30000.53210	153.84
<u>1218</u>	SEYMOUR DESIGN	APBNK	Check	<u>1149</u>	CITY WEBSITE HOSTING AND MAINTENANCE/12	60003.30000.52100	500.00
<u>1799</u>	TYLER TECHNOLOGIES INC	APBNK	Check	<u>025-144283</u>	UB Online Svc Fee and Transaction Fee/12-15	60003.30000.52200	918.75
Fund 60003 Total:							13,105.44
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT							
<u>0842</u>	ANTOINETTE BUCKNER	APBNK	Check	<u>INV017751-0215</u>	RETIREE HEALTH INSURANCE/02-15	60007.70100.51302	466.11
<u>1428</u>	DAN GINTER	APBNK	Check	<u>INV017749-0215</u>	RETIREE HEALTH INSURANCE/02-15	60007.70100.51302	466.11
<u>1044</u>	JESSE TORIBIO	APBNK	Check	<u>INV017750-0215</u>	RETIREE HEALTH INSURANCE/02-15	60007.70100.51302	233.06
<u>1156</u>	JOHN FORD	APBNK	Check	<u>INV017745-0215</u>	RETIREE HEALTH INSURANCE/02-15	60007.70100.51302	326.28
<u>VEN01660</u>	LISA VOLPE	APBNK	Check	<u>INV017748-0215</u>	RETIREE HEALTH INSURANCE/02-15	60007.70100.51302	372.89
<u>1711</u>	MARIO OLANO	APBNK	Check	<u>INV017747-0215</u>	RETIREE HEALTH INSURANCE/02-15	60007.70100.51302	466.11
<u>0704</u>	STEPHEN ABERNETHY	APBNK	Check	<u>INV017746-0215</u>	RETIREE HEALTH INSURANCE/02-15	60007.70100.51302	466.11
<u>2016</u>	STEVE POCK	APBNK	Check	<u>INV017744-0215</u>	RETIREE HEALTH INSURANCE/ FEB15	60007.70100.51302	466.11
Fund 60007 Total:							3,262.78
Fund: 60008 - INT SVC FND - GENERAL PLAN UPDATE							
<u>VEN01443</u>	THE PLANNING CENTER/DC&E	APBNK	Check	<u>56395</u>	General Plan Update Consultation	60008.40000.52100	2,750.00
Fund 60008 Total:							2,750.00
Fund: 71000 - WATER ENTERPRISE FUND							
<u>0109</u>	AIRGAS USA	APBNK	Check	<u>9932769902</u>	WELDING GAS	71000.81100.53200	37.60
<u>VEN02187</u>	Aquality Engineering Inc	APBNK	Check	<u>CSM-09B</u>	CORROSION NITRIFIATION BLENDING PROJECT/1	71000.81100.52100	7,040.00
<u>1200</u>	BLUE DIAMOND MATERIALS	APBNK	Check	<u>635303</u>	ASPHALT	71000.81100.53206	44.02
<u>0171</u>	CLINICAL LABORATORY OF SAN BERNARDINO, INC.	APBNK	Check	<u>947052</u>	WATER TREATMENT TESTING MONTHLY/11-15	71000.81100.52200	2,809.00
<u>VEN01500</u>	INLAND WATER WORKS SUPPLY CO.	APBNK	Check	<u>279893</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	111.18
				<u>280419</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	207.10
				<u>279536</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	610.40
				<u>280328</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	1,151.59
				<u>280370</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	2,088.52
				<u>280239</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	599.50
<u>0291</u>	MATT-CHLOR, INC.	APBNK	Check	<u>16021</u>	ANNUAL MAINTENANCE CITY YARD CHLORINE II	71000.81100.53209	1,810.43
<u>VEN01818</u>	RICHARD C. SLADE & ASSOCIATES LLC	APBNK	Check	<u>3177</u>	PROFESSIONAL SERVICES/11-15	71000.81100.52100	575.00
<u>1294</u>	SAN GABRIEL VALLEY WATER ASSOCIATION	APBNK	Check	<u>INV017739</u>	ANNUAL DUES 2016	71000.81100.53409	100.00
<u>1588</u>	SWRCB ACCOUNTING OFFICE	APBNK	Check	<u>LW-1001783</u>	LARGE WATER SYSTEM FEES	71000.81100.52001	44,977.94
<u>1820</u>	TARGET MAILING SERVICES INC	APBNK	Check	<u>34169</u>	Mailing Services/01-16	71000.32000.53101	1,215.77
<u>0158</u>	VULCAN MATERIALS COMPANY						

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0426</u>	WESTERN WATER WORKS				
APBNK	Check	<u>71002280</u>	ASPHALT COLD MIX	71000.81100.53206	654.15
APBNK	Check	<u>395400-00</u>	DISTRIBUTION SYSTEM REPAIR	71000.81100.53200	333.10
Fund 71000 Total:					64,365.30
Fund: 72000 - SEWER					
<u>1200</u>	BLUE DIAMOND MATERIALS				
APBNK	Check	<u>635303</u>	ASPHALT	72000.81200.53206	17.61
<u>2110</u>	PLUMBERS DEPOT INC.				
APBNK	Check	<u>PD-30138</u>	MAINTENANCE SUPPLIES	72000.81200.53200	208.47
		<u>PD-30056</u>	MAINTENANCE SUPPLIES	72000.81200.53200	209.25
Fund 72000 Total:					435.33
Fund: 77004 - SERVICES MOVIE/OES DETAILS					
<u>VEN02708</u>	David Westphal Photography				
APBNK	Check	<u>INV017752</u>	Film Deposit	77004.00000.23001	2,000.00
Fund 77004 Total:					2,000.00
Report Total:					168,267.82



Packet: APPKT02701 - LIB 01/26/16
Vendor Set: 01 - Vendor Set 01

Check Date: 01/20/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0132</u>	BAKER & TAYLOR, INC.						
APBNK	Check			<u>4011454120</u>	Processing Fees	10000.90000.52200	4.64
				<u>4011460494</u>	Processing Fees	10000.90000.52200	58.30
				<u>4011468067</u>	Processing Fees	10000.90000.52200	13.77
				<u>4011463214</u>	Processing Fees	10000.90000.52200	8.95
				<u>4011458294</u>	Processing Fees	10000.90000.52200	0.26
				<u>4011475383</u>	Processing Fees	10000.90000.52200	5.36
				<u>4011442979</u>	Processing Fees	10000.90000.52200	17.92
				<u>4011475382</u>	Books and Reference	10000.90000.53406	101.04
				<u>4011460493</u>	Books and Reference	10000.90000.53406	1,371.81
				<u>401145829</u>	Books and Reference	10000.90000.53406	13.19
				<u>4011468066</u>	Books and Reference	10000.90000.53406	272.16
				<u>4011454119</u>	Books and Reference	10000.90000.53406	166.59
Fund 10000 Total:							2,033.99
Fund: 39002 - LIBRARY - GIFT AND MEMORIAL							
<u>0132</u>	BAKER & TAYLOR, INC.						
APBNK	Check			<u>4011456292</u>	Books	39002.90000.53406	155.67
				<u>4011466901</u>	Books	39002.90000.53406	156.39
				<u>4011475381</u>	Books	39002.90000.53406	29.94
Fund 39002 Total:							342.00
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND							
<u>0115</u>	AMERICAN LIBRARY ASSOCIATION						
APBNK	Check			<u>0073603551</u>	Banned Book Week supplies	39006.90000.53999	17.10
<u>0132</u>	BAKER & TAYLOR, INC.						
APBNK	Check			<u>4011442978</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	108.87
				<u>T32699580</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	16.93
				<u>4011463213</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	48.34
				<u>T32566660</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	24.45
				<u>803843590</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	24.18
<u>0218</u>	GAYLORD BROTHERS						
APBNK	Check			<u>2403795</u>	Archival Supplies	39006.90000.53999	124.44
<u>0378</u>	SMART & FINAL						
APBNK	Check			<u>3056650144974</u>	Teen Book Club Party and Food	39006.90000.53999	51.11
Fund 39006 Total:							415.42
Report Total:							2,791.41



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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

City of Sierra Madre Agenda Report

TO: Honorable Mayor and Members of the City Council

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

SUBMITTED BY: Richard Mays, City Treasurer *RRM*
Marcie Medina, Finance Director

DATE: January 26, 2016

SUBJECT: Treasurer's Report – Quarter Ending September 30, 2015

Summary

Attached is the first quarter of the Treasurer's Report for the 2015-16 fiscal year.

Analysis

The fiscal officer is presenting to the City Council a quarterly treasurer's report along with a statement that the City has sufficient investment liquidity and revenues to be able to meet the City's expenditure requirements for the next six months. In addition, the statement verifies that the investments are in compliance with the City's Statement of Investment Policy.

Fiscal Impact

None.

Public Notice Process

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

Recommendation

Receive and file the Treasurer's Report for the cash and investment portfolio for quarter ending September 30, 2015.

Attachments

Treasurer's Report for July – September 2015.



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor Capoccia and Members of the City Council

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

INITIATED BY: Elisa C. Cox, Assistant City Manager *EC*

DATE: January 26, 2016

SUBJECT: UUT Educational Information

SUMMARY

On Wednesday, January 13, 2016 staff met with the UUT Oversight Committee to receive feedback and recommendations for disseminating educational UUT information. The Committee reviewed first drafts of different styles of print information and concluded that all the information was factual and non-biased and recommended the information be disseminated in a variety of fashions before the April 12, 2016 election.

ANALYSIS

No City official, whether an employee or an elected or appointed City official, may use City funds or other resources to advocate for or against a ballot measure or candidate. This includes using City office equipment such as copiers, computers, telephones, and email to encourage a "yes" or "no" vote for any measure or candidate. City officials may not direct City employees to advocate for or against a candidate for City office or a ballot measure.

However, this rule does not affect the City's authority to provide factual information about measures on the local ballot and election procedures. The legislative process contemplates assistance from the local government in explaining the potential benefits or detriments of proposed legislation. The City may create and compile informational materials regarding a ballot measure, such as its fiscal impact on City services. However, the creation of such information using City resources must stop short of expressly advocating for or against the measure. Accordingly, informational materials created with City resources cannot include any direction to "vote for" or "against" or "defeat" a candidate or a ballot measure.

The UUT Oversight Committee recommended that the City send out a one-page double-sided flyer in the February and March water bills, mail a four-page booklet-style information sheet to all households in early March, along with two postcards, one in late March and one in early April. The Committee also agreed that the City should have a Town Hall Meeting in March, comprehensive "go to" page(s) on the City's website, and to send out information in the City's eBlast and on the City's Facebook page.

Schedule of Information Dissemination:

- February 1, 2016: Initial Information Available on City Website
- February & March Water Bills: Double Sided Flyer
- Second eBlast in February through first eBlast in April: Information on UUT
- First week of March: Four-page Mailer to all households
- Each week in March and first two weeks of April: Facebook post
- Saturday, March 5, 2016: UUT Town Hall Meeting 10am-12noon, Fire Station
- Week of March 14: Postcard Mailer
- ~~Week of March 28: Postcard Mailer~~

In order to reduce costs by \$2,500, staff is recommending to mail just the first postcard and to include the information from the second postcard on the City's website, Facebook, and eBlast.

FINANCIAL REVIEW

Staff is creating all the public information pieces in-house, which requires some staff time, in addition to keeping the UUT information on the website updated, and to sending out information via social media and eBlast.

Initial costs for the printing and mailing is estimated to be \$7,500; \$4,000 for printing and \$3,500 for postage. If the City Council wishes to send out the second postcard the total cost increases to \$10,000. As of the writing of this report, staff was awaiting two additional quotes for the printing and mailing, which may reduce these costs.

PUBLIC NOTICE PROCESS

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

ALTERNATIVES

1. The City Council can approve the schedule of information dissemination and authorize \$7,500 in printing and mailing expenses.
2. The City Council can approve the schedule of information dissemination with the addition of the second postcard and authorize \$10,000 in printing and mailing expenses.

3. The City Council can provided staff additional direction.

STAFF RECOMMENDATION

Staff recommends the City Council approve the schedule of information dissemination and authorize \$7,500 in printing and mailing expenses.



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, Secretary
Richard Mays, City Treasurer

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Vincent Gonzalez, Planning & Community Preservation Director

PREPARED BY: Vincent Gonzalez

DATE: January 26, 2016

SUBJECT: SECOND READING OF MUNICIPAL CODE TEXT AMENDMENT 15-04 (MCTA 15-04) – ORDINANCE NO. 1371 AMENDING TITLE 17, CHAPTER 17.10 – MARIJUANA CULTIVATION AND MARIJUANA DISPENSARY

SUMMARY

On January 12, 2016 the City Council introduced for first reading Ordinance 1371, amending Title 17, Chapter 17.10 of the Sierra Madre Municipal Code, establishing local control measures prohibiting the growing of live plants, cultivation, processing, testing, transporting, and distribution of medical marijuana as a business in all zones. The purpose of the Municipal Code Text Amendment 15-04 is to further an objective of City of Sierra Madre's 2007 Ordinance 1266, prohibiting in all zones marijuana dispensaries, which involves the distribution of drugs or other substances which is illegal to distribute or possess under federal law. The proposed Ordinance complies with Assembly Bills 243 and 266, and Senate Bill 643, each containing key provisions of the Medical Marijuana Regulation and Safety Act (MMRSA).

The City Council did not make any modifications to the Municipal Code Text Amendments as proposed by staff.

On September 11, 2015, the California Legislature passed a series of bills that together establish California's first statewide regulatory system for medical cannabis businesses. On October 9, 2015, Governor Brown signed the Medical MMRSA into law. The Act provides a more comprehensive state licensing and regulatory framework for the cultivation, manufacture, transportation, storage, distribution, and

sale of medical marijuana, while preserving many of the judicial decisions regarding local regulation of medical marijuana.

By January 29, 2016, local municipalities must conduct a second reading of an Ordinance adopting land use regulations or ordinances regulating or prohibiting the cultivation of marijuana. If a city does not have land use regulations or ordinances in place, then commencing March 1, 2016, the Department of Food and Agriculture (DFA) is in charge of State licensing and regulation of indoor and outdoor cultivation sites. Licensing is anticipated to begin in 2018.

CEQA FINDING

The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption of this Ordinance establishing local control measures regulating the cultivation and distribution of marijuana will have a significant effect on the environment because Sierra Madre is primarily a low-intensity residential community with limited sites appropriate for high-traffic commercial uses. The adoption of this Ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

FINANCIAL REVIEW

There is no financial impact related to the proposed MCTA 15-04 to Title 17, Chapter 17.10. Staff time was incurred in the preparation of the report and draft ordinance.

PUBLIC NOTICE

A summary of Ordinance 1371 was noticed through the regular agenda notification process consistent with the requirements of Government Code Section 65090. A newspaper notice was also published in the January 16, 2016 Mountain Views News. Copies of this report are available at the City Hall public counter, on the City of Sierra Madre website, and the Sierra Madre Public Library.

ALTERNATIVES

1. The City Council may approve, read by title only, for the second time, Ordinance No. 1371 pertaining to Marijuana Cultivation and Marijuana Dispensary.
2. The City Council may request additional information from staff on the aforementioned item.

3. The City Council may choose to not approve Ordinance 1371, and by doing so, not amending Chapter 17.10 pertaining to Marijuana Cultivation and Marijuana Dispensary.

RECOMMENDATION

Staff recommends that the City Council read by title only, pass second reading and Adopt Municipal Code Text Amendment 15-04 amending Title 17, Chapter 17.10 (Marijuana Cultivation and Marijuana Dispensary), explicitly prohibiting the growing of live marijuana plants cultivation, deliveries and dispensing of marijuana as a business pursuant to Ordinance 1371.

Attachment:

Exhibit A: Ordinance No. 1371 (Explicitly prohibiting the growing of live marijuana plants, cultivation, deliveries, and dispensaries as a business within the City of Sierra Madre)

EXHIBIT A

CITY COUNCIL ORDINANCE 1371

Explicitly prohibiting the growing of live
marijuana plants, cultivation, deliveries, and
dispensaries as a business within the City of Sierra Madre

ORDINANCE NO. 1371

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING MUNICIPAL CODE CHAPTER 17.10 REGULATING THE CULTIVATION AND DISTRIBUTION OF MARIJUANA.

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

WHEREAS, On December 12, 2006, the City Council adopted Ordinance No. 1266 prohibiting medical marijuana dispensaries in all zones; and

WHEREAS, the State Legislature passed a series of bills on September 11, 2015 establishing California's first statewide regulatory system for medical cannabis businesses consisting of Assembly Bills 243 and 266, and State Senate Bill 643; and

WHEREAS, the Governor signed the Medical Marijuana Regulatory Act (MMRSA) on October 9, 2015 into law, regulating the cultivation, processing, transporting, testing, and distribution of medical cannabis to qualified patients; and

WHEREAS, Federal law continues to prohibit the possession, sale, and distribution of marijuana; and

WHEREAS, by March 1, 2016, local municipalities must adopt land use regulations or ordinances regulating or expressly prohibiting the cultivation and distribution of cannabis; and

WHEREAS, the Sierra Madre Municipal Code should be amended to reflect that the growing of live plants, cultivation, deliveries and mobile dispensaries of cannabis as a business is expressly prohibited in the City of Sierra Madre; and

WHEREAS, the Health and Safety Code 11362.777(b)(3) states that the Department of Food and Agriculture may not issue a state license to grow live plants and cultivate medical marijuana within a city that prohibits cultivation; and

WHEREAS, this ordinance states that the growing of live plants and cultivation of cannabis is not allowed within the City of Sierra Madre as a business because it is not expressly permitted and therefore, the State is not allowed to issue a license for the growing of live plants and cultivation of medical cannabis within the City of Sierra Madre; and

WHEREAS, Sierra Madre is primarily a low-intensity residential community with limited sites appropriate for high-traffic commercial uses; and

WHEREAS, the Planning Commission conducted duly noticed public hearings on December 3, 2015 and December 17, 2015, and thereafter recommended that the City Council approve this Ordinance; and

WHEREAS, the City Council has received the report and recommendations of the Planning Commission; and

WHEREAS, notice was duly given of the public hearing held before the City Council on January 12, 2016, and January 26, 2016, with all testimony being received being made part of the public record; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Sierra Madre as follows:

SECTION 1: *Sierra Madre Municipal Code Text Amendment.* Chapter 17.10, entitled "Marijuana Cultivation and Marijuana Dispensary", is hereby amended in its entirety with a new Chapter 17.10 to read as follows:

Section 17.10.010 Marijuana Cultivation and Dispensaries

A. Definitions:

"Delivery" means the commercial delivery, transfer or transport, or arranging for the delivery, transfer or transport, or the use of any technology platform to arrange for or facilitate the commercial delivery, transfer or transport of marijuana, marijuana edibles, or any marijuana products to or from any location within the City. For purposes of this Chapter, "delivery" shall not include the transportation of marijuana by a primary caregiver to a qualified patient consistent with a physician recommendation for use of medical marijuana.

"Marijuana" is defined as that term is defined in California Health & Safety Code section 11018 as that section may be amended from time to time.

"Marijuana Cultivation" or "Cultivation" means the planting, growing, harvesting, drying or processing of marijuana plants or any part thereof, and any and all associated business or operational activities.

"Primary Caregiver" shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts, including but not limited to the California Supreme Court case *People v. Mentch* (2008) 45 Cal. 4th 274.

"Qualified Patient" shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts.

B. The following uses are prohibited in all zones established by this title and may not be conducted anywhere in the City:

1. Marijuana cultivation except as set forth in paragraph C below.
 2. Marijuana dispensaries or any other facility or use which involves the manufacture, cultivation, or distribution of drugs or other substances which it is illegal to distribute or possess under state or federal law.
 3. Delivery of marijuana or any substance which is illegal under either state or federal law is prohibited within the City, regardless of any license a dispensary or person may possess to deliver or dispense marijuana outside of the City.
- C. No conduct which is protected from criminal liability pursuant to the Compassionate Use Act (Health & Safety Code, § 11362.5) and the Medical Marijuana Program Act (Health & Safety Code, §§ 11362.7 through 11362.83) shall be made criminal by this code. Conduct or uses which violate the requirements of this Section are a nuisance, and shall be subject to non-criminal remedies, including, but not limited to, administrative citations and abatement.

SECTION 2. *California Environmental Quality Act.* The City Council has considered all of the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the Planning Commission and City Council, and hereby determines that this ordinance establishing local control measures regulating the cultivation and distribution of cannabis will not have a significant effect on the environment. The amendments to Chapter 17.10 of this Ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061 (b)(3) of the California Code of Regulations; and

SECTION 3. *Severability; Continuation of Provisions.* If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance or the rules adopted hereby. The City Council of the City of Sierra Madre hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable. To the extent the provisions of the Sierra Madre Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as they read immediately prior to the adoption of this Ordinance, then those provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 4. *Effective Date.* This Ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code section 36937.

SECTION 5. *Certification.* The City Clerk shall certify to the adoption of this ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED AND ADOPTED this _____ day of _____, 2016.

AYES:
NOES:
ABSENT:
ABSTAIN:

John Capoccia, Mayor

ATTEST:

APPROVED AS TO FORM:

Nancy Shollenberger, City Clerk

Teresa L. Highsmith, City Attorney



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: January 26, 2016

SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE 1374, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE REPLACING SIERRA MADRE MUNICIPAL CODE CHAPTER 15.60 WATER EFFICIENT LANDSCAPE ORDINANCE TO COMPLY WITH CURRENT STATE MODEL ORDINANCE

SUMMARY

Staff recommends that the City Council read by title only and adopt Ordinance 1374 on second reading, replacing Municipal Code Chapter 15.60 Water Efficient Landscape Ordinance to comply with the current State Model Water Efficient Landscape Ordinance.

ANALYSIS

A new Model Water Efficient Landscape Ordinance was approved by the California Water Commission on July 15, 2015. Local agencies working together to develop regional ordinances were given until February 1 to adopt their own updated regional Water Efficient Landscape Ordinances which are required to be at least as restrictive of water use as the State Model.

On January 12, the City Council held a public hearing on the proposed Ordinance 1374. The proposed ordinance was taken from the Orange County Model ordinance and modified to fit Sierra Madre. There was no public comment and the Ordinance was approved unanimously, with a minor change in the language as recommended by the City Attorney. The proposed ordinance has been amended as recommended by the City Attorney.

Ordinance 1374 replaces Chapter 15.60 of the Municipal Code in its entirety. The primary differences between the existing Chapter and Ordinance 1374 are:

- Reduction in the Threshold of Applicability of the Water Efficient Landscape Ordinance
- More efficient irrigation systems are required
- Incentives are provided for graywater usage
- Improvements are made in onsite stormwater capture requirements
- The allowable area of landscapes that can be planted with high water use plants has been reduced
- Reporting requirements have been added to provide city enforcement statistics to the state.
- A Prescriptive Checklist Option has been added for Landscapes under 2500 sq. ft. to reduce the burden on smaller landscape projects.

The proposed Ordinance 1374 and its accompanying Guidelines are attached to this report as Exhibits 1 and 2.

Plan check and inspection fees are established by City Council Resolution. Inasmuch as the scope of services relative to plan check and inspection has changed with the new ordinance, it is necessary to alter the plan check and inspection fees accordingly. The attached Resolution 16-02 establishes those fees.

FINANCIAL

The adoption of ordinance 1374 and Resolution 16-02 have no financial impact on the City. The fees provided in Resolution are designed to recoup the entire cost of those services.

ENVIRONMENTAL

This Ordinance is exempt from review under the California Environmental Quality Act ("CEQA") (California Public Resources Code Section 21000 et seq.), because pursuant to State CEQA Regulation 15307 (14 Cal. Code Regs., § 15307), this Ordinance is covered by the CEQA Categorical Exemption for actions taken to assure the maintenance, restoration, enhancement, or protection of a natural resource.

ALTERNATIVES

- 1.) The City Council may adopt proposed Ordinance 1374 as written.
- 2.) The City Council may direct staff to revise proposed Ordinance 1374 and return it to a subsequent City Council meeting for Public Hearing and approval.
- 3.) The City Council may defer approval of proposed Ordinance 1374, in which case the State Model ordinance remains in effect in Sierra Madre.

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

Staff recommends that the City Council read by title only and adopt Ordinance 1374 on second reading, replacing Municipal Code Chapter 15.60 Water Efficient Landscape Ordinance to comply with the current State Model Water Efficient Landscape Ordinance.

Attachments: Exhibit A – Ordinance 1374
 Exhibit B – Guidelines
 Exhibit C – Staff Report, First Reading 1/12/16 (No Attachments)

ORDINANCE NO. 1374

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SIERRA MADRE, PROVIDING A MANDATORY UPDATE OF THE
SIERRA MADRE WATER EFFICIENT LANDSCAPE ORDINANCE BY
REPLACING CHAPTER 15.60 OF THE MUNICIPAL CODE**

BE IT ORDAINED, by the City Council of the City of Sierra Madre, as follows:

Section 1. That Chapter 15.60 of the Sierra Madre Municipal Code is hereby repealed and replaced by adding sections 15.60.010 through 15.60.050 to read as follows:

15.60.10 Purpose and Intent

A. The State Legislature has found that:

1. The waters of the State are of limited supply and are subject to ever increasing demands;
2. The continuation of California's economic prosperity is dependent on the availability of adequate supplies of water for future uses;
3. It is the policy of the State to promote the conservation and efficient use of water and to prevent the waste of this valuable resource;
4. Landscapes are essential to the quality of life in California by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development;
5. Landscape design, installation, maintenance, and management can and should be water efficient; and
6. Article X, Section 2 of the California Constitution specifies that the right to use water is limited to the amount reasonably required for the beneficial use to be served, and the right does not and shall not extend to waste or unreasonable method of use of water.

B. The City Council hereby finds that:

1. That this ordinance be at least as effective in conserving water as the model local water efficient landscape ordinance adopted by the California Department of Water Resources (DWR) pursuant to Government Code § 65595;
2. To assure beneficial, efficient, and responsible use of water resources for all water users within the City of Sierra Madre;

3. To retain the land's natural hydrological role within the San Gabriel River Watershed and promote the infiltration of surface water into the groundwater in the Raymond Groundwater Basin;
4. To recognize that landscapes enhance the aesthetic appearance of developments and communities;
5. To encourage the appropriate design, installation, maintenance, and management of landscapes so that water demand can be decreased, runoff can be retained, and flooding can be reduced without a decline in the quality or quantity of landscapes;
6. To preserve existing natural vegetation and the incorporation of native plants, plant communities and ecosystems into landscape design, where possible;
7. To promote and encourage the use of low water use plants;
8. To minimize the use of cool season turf;
9. To promote the conservation of potable water by maximizing the use of recycled water and other water conserving technology for appropriate applications;
10. To promote public education about water conservation and efficient water management; and
11. To reduce or eliminate water waste.
12. Water use efficiency programs have been actively implemented within the City since 2013;
13. Current local design practices in new landscapes strive to achieve the intent of the State Model Water Efficient Landscape Ordinance water use goals;
14. All water services within the City are metered and billed based on volume of use;
15. Landscape plan submittal and review has been a long standing practice in Sierra Madre; and
16. The 50-year average rainfall in Sierra Madre is approximately 25 inches per year, while the average over the last 4 years is only 12.4 inches.

17. The City, as the *local water purveyor*, has implemented enforcement of water waste prohibitions for all existing *landscaped areas* within its jurisdiction.
- C. Consistent with these findings, the purpose of the City's Water Efficient Landscape Ordinance is to establish an alternative model acceptable under Governor Brown's April 1, 2015 Drought Executive Order (B-19-25) as being at least as effective as the State Model Water Efficient Landscape Ordinance in the context of conditions in the City in order to:
1. Promote the benefits of consistent landscape ordinances with neighboring local and regional agencies;
 2. Promote the values and benefits of landscapes while recognizing the need to invest water and other resources as efficiently as possible;
 3. Establish a structure for planning, designing, installing, and maintaining and managing water efficient landscapes in *new construction* and rehabilitated projects;
 4. Establish provisions for water management practices and water waste prevention for existing landscapes;
 5. Use water efficiently without waste by setting a *Maximum Applied Water Allowance* as an upper limit for water use and reduce water use to the lowest practical amount; and
 6. Encourage the use of economic incentives that promote the efficient use of water, such as implementing a *budget-based tiered-rate structure*, *providing rebate incentives* and *offering educational programs*.

[Note: Authority cited: Section 65593, Government Code.
Reference: Sections 65591, 65593, 65596, Government Code.]

15.60.020 Definitions.

The following definitions are applicable to this [chapter/division/title]:

"Aggregate landscape areas" pertains to the areas undergoing development as one project or for production home neighborhoods or other situations where multiple parcels are undergoing development as one project, but will eventually be individually owned.

"Applied water" means the portion of water supplied by the irrigation system to the landscape.

"Budget-based tiered-rate structure" means tiered or block rates for irrigation accounts charged by the retail water agency in which the block definition for each customer is

derived from lot size or irrigated area and the evapotranspiration requirements of landscaping.

“*Ecological restoration project*” means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.

“*Estimated Applied Water Use*” means the average annual total amount of water estimated to be necessary to keep plants in a healthy state, calculated as provided in the *Guidelines*. It is based on the *reference evapotranspiration* rate, the size of the landscape area, *plant water use factors*, and the *relative irrigation efficiency* of the irrigation system.

“*ET adjustment factor*” or “*ETAF*” is equal to the *plant factor* divided by the *irrigation efficiency factor* for a *landscape project*, as described in the *Guidelines*. The *ETAF* is calculated in the context of local *reference evapotranspiration*, using site-specific *plant factors* and *irrigation efficiency factors* that influence the amount of water that needs to be applied to the specific *landscaped area*.

A combined plant mix with a site-wide average *plant factor* of 0.5 (indicating a moderate water need) and average *irrigation efficiency* of 0.71 produces an *ET adjustment factor* of $(0.7) = (0.5/0.71)$, which is the standard of water use efficiency generally required by this Water Efficient Landscape Ordinance and the *Guidelines*, except that the *ETAF* for a *special landscape area* shall not exceed 1.0.

“*Guidelines*” refers to the Guidelines for Implementation of the Water Efficient Landscape Ordinance, as adopted by the City, which describes procedures, calculations, and requirements for *landscape projects* subject to this Water Efficient Landscape Ordinance.

“*Hardscapes*” means any durable material or feature (*pervious* and *non-pervious*) installed in or around a *landscaped area*, such as pavements or walls. Pools and other *water features* are considered part of the *landscaped area* and not considered *hardscapes* for purposes of this Water Efficient Landscape Ordinance.

“*Irrigation efficiency*” means the measurement of the amount of water beneficially used divided by the amount of water applied. *Irrigation efficiency* is derived from measurements and estimates of irrigation system characteristics and management practices. The *irrigation efficiency* for purposes of this Water Efficient Landscape Ordinance are 0.75 for overhead spray devices and 0.81 for drip systems.

“*Landscaped area*” means all the planting areas, *turf* areas, and *water features* in a landscape design plan subject to the *Maximum Applied Water Allowance* and *Estimated Applied Water Use* calculations. The *landscaped area* does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other *pervious* or *non-pervious hardscapes*, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

“*Landscape contractor*” means a person licensed by the State of California to construct,

maintain, repair, install, or subcontract the development of landscape systems.

“*Landscape Documentation Package*” means the documents required to be provided to the City for review and approval of landscape design projects, as described in the *Guidelines*.

“*Landscape project*” means total area of landscape in a project, as provided in the definition of “*landscaped area*,” meeting the requirements under Section 1.1 of this Water Efficient Landscape Ordinance.

“*Local agency*” means a city or county, including a charter city or charter county, that is authorized to implement, administer, and/or enforce any of the provisions of the Water Efficient Landscape Ordinance. The *local agency* may be responsible for the enforcement or delegation of enforcement of this Water Efficient Landscape Ordinance including, but not limited to, design review, plan check, issuance of *permits*, and inspection of a *landscape project*.

“*Local water purveyor*” means the City of Sierra Madre or the Water Department thereof.

“*Maximum Applied Water Allowance*” or “*MAWA*” means the upper limit of annual *applied water* for the *established landscaped area* as specified in Section 2.2 of the *Guidelines*. It is based upon the area’s *reference evapotranspiration*, the *ET Adjustment Factor*, and the size of the *landscaped area*. The *Estimated Applied Water Use* shall not exceed the *Maximum Applied Water Allowance*. $MAWA = (ET_o) (0.62) [(ETAF \times LA) + ((1-ETAF) \times SLA)]$

“*Mined-land reclamation projects*” means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.

“*New construction*” means, for the purposes of this Water Efficient Landscape Ordinance, a new building with a landscape or other new landscape such as a park, playground, or greenbelt without an associated building.

“*Non-pervious*” means any surface or natural material that does not allow for the passage of water through the material and into the underlying soil.

“*Pervious*” means any surface or material that allows the passage of water through the material and into the underlying soil.

“*Permit*” means an authorizing document issued by the City for *new construction* or *rehabilitated landscape*.

“*Plant factor*” or “*plant water use factor*” is a factor, when multiplied by *ET_o*, that estimates the amount of water needed by plants. For purposes of this Water Efficient Landscape Ordinance, the *plant factor* range for very low water use plants is 0 to 0.1; the *plant factor* range for low water use plants is 0 to 0.3; the *plant factor* range for moderate water use plants is 0.4 to 0.6; and the *plant factor* range for high water use

plants is 0.7 to 1.0. *Plant factors* cited in this Water Efficient Landscape Ordinance are derived from the publication “Water Use Classification of Landscape Species.” Plant factors may also be obtained from horticultural researchers from academic institutions or professional associations as approved by the California Department of Water Resources (DWR).

“*Recycled water*” or “*reclaimed water*” means treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and *water features*. This water is not intended for human consumption.

“*Reference evapotranspiration*” or “*ETo*” means a standard measurement of environmental parameters which affect the water use of plants. *ETo* is given expressed in inches per day, month, or year as represented in Appendix A of the *Guidelines*, and is an estimate of the evapotranspiration of a large field of four-to seven-inch tall, cool-season grass that is well watered. *Reference evapotranspiration* is used as the basis of determining the *Maximum Applied Water Allowances*.

“*Rehabilitated landscape*” means any re-landscaping project that meets the applicability criteria of Section 1.1(a), where the modified landscape area is greater than 2,500 square feet.

“*Smart irrigation controller*” means an automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data with non-volatile memory shall be required for irrigation scheduling in all irrigation systems, recommending U.S. EPA WaterSense labeled devices as applicable.

“*Special landscape area*” means an area of the landscape dedicated solely to edible plants such as orchards and vegetable gardens, areas irrigated with *recycled water*, *water features* using *recycled water*, and recreational areas dedicated to active play such as parks, sports fields, golf courses, and where *turf* provides a playing surface.

“*Turf*” means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.

“*Valve*” means a device used to control the flow of water in an irrigation system.

“*Water feature*” means a design element where open water performs an aesthetic or recreational function. *Water features* include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of *water features* is included in the high water use *hydrozone* of the *landscaped area*. Constructed wetlands used for on-site wastewater treatment, habitat protection or storm water best management practices that are not irrigated and used solely for water treatment or storm water retention are not *water features* and, therefore, are not subject to the water budget calculation.

[Note: Authority Cited: Section 65595, Government Code. Reference: Sections 65592, 65596, Government Code.]

15.60.30 Applicability

- A. Beginning February 1, 2016, and consistent with Executive Order No. B-29-15, this Water Efficient Landscape Ordinance shall apply to the following *landscape projects*:
1. New landscape projects with an aggregate landscape area equal to or greater than 500 square feet, requiring a building or landscape permit, plan check or design review;
 2. Rehabilitated landscape projects with an aggregate landscaped area equal to or greater than 2,500 square feet, requiring a building or landscape permit, plan check or design review;
 3. New or rehabilitated landscape projects with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of this ordinance or conform to the prescriptive measures contained in Appendix A of the *Guidelines*;
 - (a) New or rehabilitated projects using treated or untreated graywater or rainwater capture on site, any lot or parcels within the project that has less than 2,500 square feet of landscape area and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with the treated or untreated graywater or though stored rainwater capture on site is subject only to Appendix A of the *Guidelines*.
 - (b) At the cemetery, Sections 2.9, 2.10, and Appendix C of the *Guidelines* shall apply to new landscape installations and Sections 2.9, 2.10, and 3 of the *Guidelines* shall apply landscape rehabilitation projects.
 4. Section 3(b) of the *Landscape Water Use Standards* of this Water Efficient Landscape Ordinance shall apply to:
 - a. All *landscaped areas*, whether installed prior to or after January 1, 2010; and
 - b. All *landscaped areas* installed after February 1, 2016 to which Section 1.1(a) is applicable.
 5. This Water Efficient Landscape Ordinance does not apply to:
 - a. Registered local, state, or federal historical sites;

- b. *Ecological restoration projects* that do not require a permanent irrigation system;
- c. *Mined-land reclamation projects* that do not require a permanent irrigation system; or
- d. Plant collections, as part of botanical gardens and arboretums open to the public.

[Note: Authority Cited: Section 65595, Government Code.
Reference: Section 65596, Government Code.]

15.60.40 Implementation Procedures

- A. Prior to landscape installation, a *Landscape Documentation Package* shall be submitted to the City for review and approval of all *landscape projects* subject to the provisions of this Water Efficient Landscape Ordinance. Any *Landscape Documentation Package* submitted to the City shall comply with the provisions of the *Guidelines*.
- B. The *Landscape Documentation Package* shall include a certification by a professional appropriately licensed in the State of California stating that the landscape design and water use calculations have been prepared by or under the supervision of the licensed professional and are certified to be in compliance with the provisions of this Water Efficient Landscape Ordinance and the *Guidelines*.
 - 1. Landscape and irrigation plans shall be submitted to the City for review and approval with appropriate water use calculations. Water use calculations shall be consistent with calculations contained in the *Guidelines* and shall be provided to the City.
 - 2. Verification of compliance of the landscape installation with the approved plans shall be obtained through a *Certification of Completion* in conjunction with a Certificate of Use and Occupancy or Permit Final process, as provided in the *Guidelines*.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

15.60.50 Landscape Water Use Standards

- A. For applicable landscape installation or rehabilitation projects subject to Section 1.2(A) of the *Guidelines*, the *Estimated Applied Water Use* allowed for the *landscaped area* shall not exceed the *MAWA* calculated using an *ET adjustment factor* of 0.7, except for *special landscaped areas* where the *MAWA* is calculated using an *ET adjustment factor* of 1.0; or the design of the *landscaped area* shall otherwise be shown to be

equivalently water-efficient in a manner acceptable to the City; as provided in the *Guidelines*.

- B. Irrigation of all *landscaped areas* shall be conducted in a manner conforming to the rules and requirements, and shall be subject to penalties and incentives for water conservation and water waste prevention as determined and implemented by the *City* or as mutually agreed by *the City*.

Section 2. Exemption from California Environmental Quality Act.

The City Council hereby determines that this Ordinance is exempt from review under the California Environmental Quality Act (“CEQA”) (California Public Resources Code Section 21000 *et seq.*), because pursuant to State CEQA Regulation 15307 (14 Cal. Code Regs., § 15307), this Ordinance is covered by the CEQA Categorical Exemption for actions taken to assure the maintenance, restoration, enhancement, or protection of a natural resource where the regulatory process involves procedures for protection of the environment. The adoption of this Ordinance will result in the enhancement and protection of water resources in the City, and will not result in cumulative adverse environment impacts. It is therefore exempt from the provisions of CEQA. The City Council hereby directs the City Manager or designee to prepare and file a Notice of Exemption as soon as possible following adoption of this Ordinance.

Section 3. Severability.

The provisions of this Ordinance are severable, and the invalidity of any section, paragraph, phrase, clause, or part of this Ordinance shall not affect the validity or effectiveness of the remainder of this Ordinance.

Section 4. Effective Date

This Ordinance shall become effective thirty (30) days after its adoption in accordance with the provisions of California law.

Section 5. City Clerk Certification

The City Clerk shall certify to the passage of this Ordinance and cause the same or a summary thereof to be published within fifteen (15) days after adoption in a newspaper of general circulation, printed and published in Sierra Madre, California.

PASSED, APPROVED, AND ADOPTED, this ____ day of _____, 2016.

ATTEST:

City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF _____)

I, _____, City Clerk of the City of _____, do hereby certify that foregoing Ordinance No. _____ was duly and regularly adopted by the City Council of the City of _____ at a regular meeting thereof on the _____ day of _____, 200_ and that the same was passed and adopted by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

City Clerk

**GUIDELINES
FOR IMPLEMENTATION OF THE
CITY OF SIERRA MADRE
WATER EFFICIENT LANDSCAPE
ORDINANCE**



JANUARY 26, 2016

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1. Purpose and Applicability

1.1 Purpose

- (A) The primary purpose of these Guidelines is to provide procedural and design guidance for project applicants proposing landscape installation or rehabilitation projects that are subject to the requirements of the Water Efficient Landscape Ordinance, Sierra Madre Municipal Code Chapter 15.60. This document is also intended for use and reference by City staff in reviewing and approving designs and verifying compliance with the Water Efficient Landscape Ordinance. The general purpose of the Water Efficient Landscape Ordinance is to promote the design, installation, and maintenance of landscaping in a manner that conserves regional water resources by ensuring that landscaping projects are not unduly water-needy and that irrigation systems are appropriately designed and installed to minimize water waste.
- (B) Other regulations affecting landscape design and maintenance practices are potentially applicable and should be consulted for additional requirements. These regulations include but may not be limited to:

 - (1) State of California Assembly Bill 1881;
 - (2) National Pollutant Discharge Elimination Permit for the Municipal Separate Storm Sewer System;
 - (3) Los Angeles County Fire Department Regulations for Fuel Modification in the Landscape;
 - (4) Water Conservation and Drought Response Regulations of the State Water Resources Control Board and the City of Sierra Madre;
 - (5) Zoning Code;
 - (6) Building Code;
 - (7) Specific Plans, Master Plans, General Plan, or similar land use and planning documents; and
 - (8) Conditions of Approval for a specific project

1.2 Applicability

- (A) The Water Efficient Landscape Ordinance and these Guidelines apply to all of the following landscape projects:

- (1) New landscape projects with an aggregate landscape area equal to or greater than 500 square feet, requiring a building or landscape permit, plan check or design review;
 - (2) Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet, requiring a building or landscape permit, plan check or design review;
 - (3) New or rehabilitated landscape projects with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of this ordinance or conform to the prescriptive measures contained in Appendix A ;
 - (4) New or rehabilitated projects using treated or untreated graywater or rainwater capture on site, any lot or parcels within the project that has less than 2,500 square feet of landscape area and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with the treated or untreated graywater or though stored rainwater capture on site is subject only to Appendix A Section (5).
- (B) The requirements of the Guidelines may be partially or wholly waived, at the discretion of the City or its designee, for landscape rehabilitation projects that are limited to replacement plantings with equal or lower water needs and where the irrigation system is found to be designed, operable and programmed consistent with minimizing water waste in accordance with local water conservation regulations.
- (C) Unless otherwise determined by the City, the Water Efficient Landscape Ordinance and these Guidelines do not apply to:
- (1) Registered local, state, or federal historical sites;
 - (2) Ecological restoration projects that do not require a permanent irrigation system;
 - (3) Mined-land reclamation projects that do not require a permanent irrigation system; or
 - (4) Plant collections, as part of botanical gardens, and arboretums open to the public.

2. Submittal Requirements for New Landscape Installations or Landscape Rehabilitation Projects

- (A) Discretionary approval is typically required for landscape projects that are subject to site plan reviews, or where a variance from a local building code is requested, or other procedural processes apply such that standard or special conditions of approval may be required by the City. Discretionary projects with conditions of

approval may be approved administratively by City staff, or acted on formally by the Planning Commission, or City Council. A typical standard condition of approval reads:

“Landscaping for the project shall be designed to comply with the City’s Water Efficient Landscape Ordinance and with the Guidelines for Implementation of the Water Efficient Landscape Ordinance.”

Landscape or water features that typically require a ministerial permit (i.e., a building, plumbing, electrical, or other similar permit), thereby triggering compliance with the Water Efficient Landscape Ordinance requirements independently of the need for discretionary approval include, but are not limited to, swimming pools, fountains or ponds, retaining walls, and overhead trellises.

2.2 Elements of the Landscape Documentation Package

- (A) A Landscape Documentation Package is required to be submitted by the project applicant for review and approval prior to the issuance of ministerial permits for landscape or water features by the City, and prior to start of construction. Unless otherwise directed by the City, the Landscape Documentation Package shall include the following elements either on plan sheets or supplemental pages as directed by the City:
 - (1) Project Information, including, but not limited to, the following:
 - (a) Date;
 - (b) Project name;
 - (c) Project address, parcel, and/or lot number(s);
 - (d) Total landscape area (square feet) and rehabilitated landscape area (if applicable);
 - (e) Project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed);
 - (f) Water supply type (potable or well);
 - (g) Checklist or index of all documents in the Landscape Documentation Package;
 - (h) Project contacts, including contact information for the project applicant and property owner;
 - (i) Certification of Design in accordance with **Exhibit A** of these Guidelines that includes a landscape professional’s professional

stamp, as applicable, signature, contact information (including email and telephone number), license number, and date, certifying the statement that “The design of this project complies with the requirements of the City’s Water Efficient Landscape Ordinance” and shall bear the signature of the landscape professional as required by law; and

- (j) Any other information the City deems relevant for determining whether the landscape project complies with the Water Efficient Landscape Ordinance and these Guidelines.
- (2) Maximum Applied Water Allowance (MAWA) and Estimated Applied Water Use (EAWU) expressed as annual totals including, but not limited to, the following:
- (a) Water Efficient Landscape Worksheet (optional at discretion of the City) for the landscape project;
 - (b) Hydrozone information table (optional at the discretion of the City) for the landscape project; and
 - (c) Water budget calculations (optional at the discretion of the City) for the landscape project.
- (3) A soil management report or specifications, or specification provision requiring soil testing and amendment recommendations and implementation to be accomplished during construction of the landscape project.
- (4) A landscape design plan for the landscape project.
- (5) An irrigation design plan for the landscape project.
- (6) A grading design plan, unless grading information is included in the landscape design plan for the landscape project or unless the landscape project is limited to replacement planting and/or irrigation to rehabilitate an existing landscape area.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

2.3 Water Efficient Landscape Calculations and Alternatives

- (A) The project applicant shall provide the calculated Maximum Applied Water Allowance (MAWA) and Estimated Applied Water Use (EAWU) for the landscape area as part of the Landscape Documentation Package submittal to the City. The MAWA and EAWU shall be calculated based on completing the Water Efficient Landscape Worksheets (in accordance with the sample worksheets in

Appendix C) which contain information on the plant factor, irrigation method, irrigation efficiency and area associated with each hydrozone. Calculations are then made to show that the evapotranspiration adjustment factor (ETAF) for the landscape project does not exceed a factor of 0.55 for residential areas and 0.45 for non-residential areas, exclusive of Special Landscape Areas. The ETAF for a landscape project is based on the plant factors and irrigation methods selected. The Maximum Applied Water Allowance is calculated based on the maximum ETAF allowed (0.55 for residential areas and 0.45 for non-residential areas) and expressed as annual gallons required. The EAWU is calculated based on the plants used and irrigation method selected for the landscape design.

- (B) The EAWU allowable for the landscape area shall not exceed the MAWA. The MAWA shall be calculated using an evapotranspiration adjustment factor (ETAF) of 0.55 for residential areas and 0.45 for non-residential areas, except for the portion of the MAWA applicable to any Special Landscape Areas within the landscape project, which shall be calculated using an ETAF of 1.0. Where the design of the landscape area can otherwise be shown to be equivalently water-efficient, the project applicant may submit alternative or abbreviated information supporting the demonstration that the annual EAWU is less than the MAWA, at the discretion of and for the review and approval of the City.
- (C) Water budget calculations shall adhere to the following requirements:
 - (1) The MAWA shall be calculated using the Water Efficient Landscape Worksheets and equation presented in **Appendix B** on page B-1. The example calculation on page B-1 is a hypothetical example to demonstrate proper use of the equation.
 - (2) The EAWU shall be calculated using the Water Efficient Landscape Worksheet and equations presented in **Appendix C**.
 - (3) For the calculation of the MAWA and EAWU, a project applicant shall use the E_{To} values listed the Reference Evapotranspiration Table in **Appendix D**.
 - (4) For calculation of the EAWU, the plant water use factor shall be determined as appropriate to the project location from the Water Use Efficiency of Landscape Species (WUCOLS) Species Evaluation List or from horticultural researchers with academic institutions or professional associations as approved by the California Department of water Resources (DWR). The plant factor ranges from 0 to 0.1 for very low water use plants, 0.1 to 0.3 for low water use plants, 0.4 to 0.6 for moderate water use plants, and 0.7 to 1.0 for high water use plants.
 - (5) For calculating the EAWU, the plant water use factor shall be determined for each valve hydrozone based on the highest-water-use plant species within the zone. The plant factor for each hydrozone may be required to

be further refined as a “landscape coefficient,” according to protocols defined in detail in the WUCOLS document, to reflect planting density and microclimate effects on water need at the option of the project applicant or the City.

- (6) For calculation of the EAWU, the area of a water feature shall be defined as a high water use hydrozone with a plant factor of 1.0.
- (7) For calculation of the EAWU, a temporarily irrigated hydrozone area, such as an area of highly drought-tolerant native plants that are not intended to be irrigated after they are fully established, shall be defined as a very low water use hydrozone with a plant factor of 0.1.
- (8) For calculation of the MAWA, the ETAF for Special Landscape Areas (SLA) shall be set at 1.0. For calculation of the EAWU, the ETAF for SLA shall be calculated as the SLA plant factor divided by the SLA irrigation efficiency factor.
- (9) Irrigation efficiency (IE) of the irrigation heads used within each hydrozone shall be assumed to be as follows, unless otherwise indicated by the irrigation equipment manufacturer’s specifications or demonstrated by the project applicant:

Irrigation Method	DU _{LQ}	DU _{LH} *	EU	IE**
Spray nozzles	65%	79%		71%
High efficiency spray nozzles	70%	82%		73%
Multi stream/Multi trajectory rotary (MSMT) nozzles	75%	85%		76%
Stream rotor nozzle	70%	82%		73%
Microspray	75%	85%		76%
Bubblers			85%	77%
Drip emitter			90%	81%
Subsurface drip			90%	81%

*DU_{LH} = .386 + (.614)(DU_{LQ})

** IE (spray) = (DU_{LH})(IME)

** IE (drip) = Emission uniformity (EU)(IME)

- (D) The Maximum Applied Water Allowance shall adhere to the following requirements:

- (1) The Maximum Applied Water Allowance shall be calculated using the equation presented in **Appendix C**. The reference evapotranspiration (ET_o) values used for this calculation are from the Reference Evapotranspiration Table in **Appendix D** and are for planning purposes only. For actual irrigation scheduling, automatic irrigation controllers are required and shall use current ET_o data, such as from the California Irrigation Management Information System (CIMIS), other equivalent data, or soil moisture sensor data.

2.4 Soil and Stormwater Management

- (A) All planted landscape areas are required to have friable soil to maximize retention and infiltration. On engineered slopes, only amended planting holes need meet this requirement.
- (B) In order to reduce runoff and encourage healthy plant growth, a soil management report shall be completed by the project applicant, or his/her designee, as follows:
 - (1) Submit soil samples to a certified agronomic soils laboratory for analysis and recommendations.
 - (a) Soil sampling shall be conducted in accordance with laboratory protocol, including protocols regarding adequate sampling depth for the intended plants.
 - (b) The soil analysis may include, but is not limited to:
 1. soil texture;
 2. infiltration rate determined by laboratory test or soil texture infiltration rate table;
 3. pH;
 4. total soluble salts;
 5. sodium;
 6. percent organic matter; and
 7. recommendations.
 - (2) In projects with multiple landscape installations (i.e. production home developments or common interest developments that are installing landscaping) a soil sampling rate of 1 in 7 lots or approximately 15% will satisfy this requirement; evenly disbursed throughout the development. Large landscape projects shall sample at a rate equivalent to 1 in 7 lots or approximately 15% landscape area. The project applicant, or his/her designee, shall comply with one of the following:
 - (a) If significant mass grading is not planned, the soil analysis report shall be submitted to the City as part of the Landscape Documentation Package; or
 - (b) If significant mass grading is planned, the soil analysis report shall be submitted to the City as part of the Certification of Grading Completion.

- (c) The soil analysis report shall be made available, in a timely manner, to the professionals preparing the landscape design plans and irrigation design plans in order to make any necessary adjustments to the design plans.
- (d) The *project applicant*, or his/her designee, shall submit documentation verifying implementation of soil analysis report recommendations to the local agency with the Certification of Grading Completion.

[Note: Authority Cited: Section 65595, Government Code.
Reference: Section 65596, Government Code.]

- (C) It is strongly recommended that landscape areas be designed for capture and infiltration capacity that is sufficient to prevent runoff from impervious surfaces (i.e. roof and paved areas) from additional capacity as required by any applicable local, regional, state, or federal regulation and/or one of the following: the one inch, 24-hour rain event or the 85th percentile, 24-hour rain event.
- (D) It is recommended that storm water projects incorporate any of the following elements to improve on-site stormwater and dry weather runoff capture and use:
 - (1) Grade impervious surfaces, such as driveways, during construction to drain into vegetated areas.
 - (2) Minimize the area of impervious surfaces such as paved areas, roof, and concrete driveways.
 - (3) Incorporate pervious or porous surfaces (e.g. gravel, permeable pavers or blocks, pervious or porous concrete) that minimize runoff.
 - (4) Direct runoff from paved surfaces and roof areas into planting beds or landscape areas to maximize site water capture and reuse.
 - (5) Incorporate rain gardens, cisterns, and other rain harvesting or catchment systems.
 - (6) Incorporate infiltration beds, swales, basins, and drywells to capture stormwater and dry weather runoff and increase percolation into the soil.
 - (7) Consider constructed wetlands and ponds that retain water, equalize excess flow, and filter pollutants.

[Note: Authority cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

2.5 Landscape Design Plan

- (A) For the efficient use of water, a landscape shall be carefully designed and planned for the intended function of the project. The following design criteria shall be submitted as part of the Landscape Documentation Package.
 - (1) Plant Material
 - (a) Any plant may be selected for the landscape area provided the EAWU in the landscape area does not exceed the MAWA. Methods to achieve water efficiency shall include one or more of the following:
 - (2) Protection and preservation of non-invasive water-conserving plant, tree and turf species;
 - (3) Selection of water-conserving plant, tree and turf species;
 - (4) Selection of plants based on local climate suitability, disease and pest resistance;
 - (5) Selection of trees based on applicable City tree ordinance or tree shading guidelines, and size at maturity as appropriate for the planting area; and
 - (6) Selection of plants from local and regional landscape program plant lists.
 - (7) Selection of plants from local Fuel Modification Plan Guidelines.
- (B) Each hydrozone shall have plant materials with similar water use; with the exception of hydrozones with plants of mixed water use, as specified in Section 2.5(a)(2)(D) of these Guidelines.
- (C) Plants shall be selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site. Methods to achieve water efficiency shall include one or more of the following:
 - (1) Use the Sunset Western Climate Zone System, or equivalent generally accepted models, which takes into account temperature, humidity, elevation, terrain, latitude, and varying degrees of continental and marine influence on local climate;
 - (2) Recognize the horticultural attributes of plants (i.e., mature plant size, invasive surface roots) to minimize damage to property or infrastructure (e.g., buildings, sidewalks, and power lines); allow for adequate soil volume for healthy root growth and
 - (3) Consider the solar orientation for plant placement to maximize summer shade and winter solar gain.

- (D) Turf is discouraged on slopes greater than 25% where the toe of the slope is adjacent to an impermeable hardscape and where 25% means 1 foot of vertical elevation change for every 4 feet of horizontal length (rise divided by run x 100 = slope percent).
- (E) High water use plants, characterized by a plant factor of 0.7 to 1.0, are prohibited in street medians.
- (F) A landscape design plan for projects in fire-prone areas and fuel modification zones shall comply with requirements of Sierra Madre Municipal Code Chapters 15.28 (Fire Zones); 8.08 (Weeds); 8.28 (Protected Fire Areas); and 8.36 (Hazardous Brush Clearance), where applicable. When conflicts between water conservation and fire safety design elements exist, the fire safety requirements shall have priority.
- (G) The use of invasive plant species, such as those listed by the California Invasive Plant Council, is strongly discouraged.
- (H) The architectural guidelines of a common interest development, which include community apartment projects, condominiums, planned developments, and stock cooperatives, shall not prohibit or include conditions that have the effect of prohibiting the use of water efficient plant species as a group.
 - (1) Water Features
 - (a) Recirculating water systems shall be used for water features.
 - (b) The surface area of a water feature shall be included in the high water use hydrozone area of the water budget calculation.
 - (c) Pool and spa covers are required.
 - (2) Soil Preparation, Mulch and Amendments
 - (a) Prior to planting of any materials, compacted soils shall be transformed to a friable condition. On engineered slopes, only amended planting holes need to meet this requirement.
 - (b) Soil amendments shall be incorporated according to the recommendations of the soil report and what is appropriate for plants selected.
 - (c) For landscape installations, compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six inches into the soil. Soils with greater than 6% organic matter in the top 6 inches of soil are exempt from adding compost and tilling.

- (d) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, up to 5% of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.
 - (e) Stabilizing mulching products shall be used on slopes that meet current engineering standards such as those detailed in the USDA/USAID Low-Volume Roads Engineering Best Management Practices Field Guide.
 - (f) The mulching portion of the seed/mulch slurry in hydro-seeded applications shall meet the mulching requirement.
 - (g) Organic mulch materials made from recycled or post-consumer materials shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local fuel Modification Plan Guidelines or other applicable local ordinances.
- (I) The landscape design plan, at a minimum, shall:
- (1) Delineate and label each hydrozone by number, letter, or other method;
 - (2) Identify each hydrozone as low, moderate, high water, or mixed water use. Temporarily irrigated areas of the landscape area shall be included in the low water use hydrozone for the water budget calculation;
 - (3) Identify recreational areas;
 - (4) Identify areas permanently and solely dedicated to edible plants;
 - (5) Identify areas irrigated with recycled water;
 - (6) Identify type of mulch and application depth;
 - (7) Identify soil amendments, type, and quantity;
 - (8) Identify type and surface area of water features;
 - (9) Identify hardscapes (pervious and non-pervious);
 - (10) Identify location and installation details, and 24-hour retention or infiltration capacity of any applicable storm water best management practices that encourage on-site retention and infiltration of storm water.

Project applicants shall refer to the City or regional Water Quality Control Board for information on any applicable stormwater technical requirements. Storm water best management practices are encouraged in the landscape design plan and examples are provided in Section 2.4(C)-(D).

- (11) Identify any applicable rain harvesting or catchment technologies (e.g., rain gardens, cisterns, etc.);
- (12) Contain the following statement: “I have complied with the criteria of the Water Efficient Landscape Ordinance and applied them for the efficient use of water in the landscape design plan;” and
- (13) Bear the signature of a California-licensed landscape professional.

[Note: Authority Cited: Section 65595, Reference: Section 65596, Government Code and Section 1351, Civil Code.]

2.6 Irrigation Design Plan

- (A) This section applies to landscape areas requiring permanent irrigation, not areas that require temporary irrigation solely for the plant establishment period. For the efficient use of water, an irrigation system shall meet all the requirements listed in this section and the manufacturer’s recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance. An irrigation design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.

- (1) System

- (a) Landscape water meters, defined as either a dedicated water service meter or private sub meter, shall be installed for all non-residential irrigated landscapes of 1,000 sq. ft. but not more than 5,000 sq. ft. (the level at which Water Code 535 applies) and residential irrigated landscapes of 5,000 sq. ft. or greater. A landscape water meter may be either:

- 1. A customer service meter dedicated to landscape use provided by the City; or
- 2. A privately owned meter or sub meter.

- (b) Automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data with non-volatile memory shall be required for irrigation scheduling in all irrigation systems, recommending U.S. EPA WaterSense labeled devices as applicable.

- (c) Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems, as appropriate for local climatic conditions. Irrigation should be avoided during windy or freezing weather or during rain.
- (d) If the water pressure is below or exceeds the recommended pressure of the specified irrigation devices, the installation of a pressure regulating device is required to ensure that the dynamic pressure at each emission device is within the manufacturer's recommended pressure range for optimal performance.
 - 1. If the static pressure is above or below the required dynamic pressure of the irrigation system, pressure-regulating devices such as inline pressure regulators, booster pumps, or other devices shall be installed to meet the required dynamic pressure of the irrigation system.
 - 2. Static water pressure, dynamic or operating pressure, and flow reading of the water supply shall be measured at the point of connection. These pressure and flow measurements shall be conducted at the design stage. If the measurements are not available at the design stage, the measurements shall be conducted at installation.
- (e) Backflow prevention devices shall be required to protect the water supply from contamination by the irrigation system. A project applicant shall refer to the applicable City code (i.e., public health) for additional backflow prevention requirements.
- (f) A master shutoff valve shall be as close as possible to the point of connection and is required on all projects; with the exception for landscapes that make use of technologies that allow for the individual control of sprinklers that are individually pressurized in a system equipped with low pressure shut down features.
- (g) Flow sensors that detect high flow conditions created by system damage or malfunction are required for all non-residential landscapes and residential landscapes of 5,000 sq. ft. or larger. The flow sensor must be in combination with a master shut-off valve.
- (h) Manual isolation valves (such as a gate valve, ball valve, or butterfly valve) shall be required on the irrigation system downstream of the point of connection to the water supply to minimize water loss in case of an emergency (such as a main line break) or routine repair.

- (i) The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas, such as adjacent property, non-irrigated areas, hardscapes, roadways, or structures.
- (j) Relevant information from the soil management plan, such as soil type and infiltration rate, shall be utilized when designing irrigation systems.
- (k) The design of the irrigation system shall conform to the hydrozones of the landscape design plan.
- (l) All irrigation emission devices must meet the requirements set in the American National Standards Institute (ANSI) standard, American Society of Agricultural and Biological Engineers'/International Code Council's (ASABE/ICC) 802-2014 "Landscape Irrigation Sprinkler and Emitter Standard, All Sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASBE/ICC 802-2014.
- (m) Average irrigation efficiency (IE) for the project shall be determined in accordance with the EAWU calculation sheet in **Appendix B**. Unless otherwise indicated by the irrigation equipment manufacturer's specifications or demonstrated by the project applicant, the irrigation efficiency of the irrigation heads used within each hydrozone shall as listed in Section 2.3(C)(9).
- (n) It is highly recommended that the *project applicant* inquire with the City about peak water operating demands (on the water supply system) or water restrictions that may impact the effectiveness of the irrigation system.
- (o) In *mulched* planting areas, the use of *low volume irrigation (drip or low volume overhead irrigation)* is required to maximize water infiltration into the root zone; with the exception of areas with fuel modification requirements and/or those that require plant establishment to comply with local grading ordinances.
- (p) *Sprinkler heads* and other emission devices shall have matched *precipitation rates*, unless otherwise directed by the manufacturer's recommendations.
- (q) Head to head coverage is recommended. However, sprinkler spacing shall be designed to achieve the highest possible *distribution uniformity* using the manufacturer's recommendations.

- (r) Swing joint components are required on all sprinklers subject to damage that are adjacent to hardscapes or in high traffic areas of turf.
- (s) Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur.
- (t) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.
- (u) Overhead irrigation shall not be permitted within 24 inches of any non-permeable surface. Allowable irrigation within the setback from non-permeable surfaces may include drip, drip line, or other low flow non-spray technology. The setback area may be planted or unplanted. The surfacing of the setback may be mulch, gravel, or other porous material. These restrictions may be modified if:
 1. the landscape area is adjacent to permeable surfacing and no runoff occurs; or
 2. the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping; or
 3. the irrigation designer for the landscape project specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates strict adherence to the irrigation system design criteria in Section 2.5 (a)(1)(H) hereof. Prevention of overspray and runoff must be confirmed during an irrigation audit.
 4. slopes greater than 25% shall not be irrigated with an irrigation system with a application rate exceeding 0.75 inches per hour. This restriction may be modified if the landscape designer of the landscape project specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates no runoff or erosion will occur. Prevention of runoff and erosion must be confirmed during the irrigation audit.

(2) *Hydrozone*

- (a) Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.
- (b) Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.

- (c) Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf to facilitate the appropriate irrigation of trees. The mature size and extent of the root zone shall be considered when designing irrigation for the tree.
- (d) Individual hydrozones that mix plants of moderate and low water use or moderate and high water use may be allowed if:
 - 1. The plant factor calculation is based on the proportions of the respective plant water uses and their respective plant factors; or
 - 2. The plant factor of the higher water using plant is used for the calculations.
- (e) Individual hydrozones that mix high and low water use plants shall not be permitted.
- (f) On the landscape design plan and irrigation design plan, hydrozone areas shall be designated by number, letter, or other designation. On the irrigation design plan, designate the areas irrigated by each valve and assign a number to each valve.
- (g) The irrigation design plan, at a minimum, shall contain:
 - 1. the location and size of separate water meters for landscape;
 - 2. the location, type, and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;
 - 3. static water pressure at the point of connection to the public water supply;
 - 4. flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;
 - 5. irrigation schedule parameters necessary to program smart timers specified in the landscape design;
 - 6. the following statement: "I have complied with the criteria of the Water Efficient Landscape Ordinance and applied them accordingly for the efficient use of water in the irrigation design plan;" and
 - 7. the signature of a California-licensed landscape professional.

[Note: Authority Cited: Section 65595, Government Code.
Reference: Section 65596, Government Code.]

2.7 Grading Design Plan

- (A)** For the efficient use of water, grading of a landscape project site shall be designed to minimize soil erosion, runoff, and water waste. Finished grading configuration of the landscape area, including pads, slopes, drainage, post-construction erosion control, and storm water control Best Management Practices, as applicable, shall be shown on the Landscape Plan unless this information is fully included in separate Grading Plans for the project, or unless the project is limited to replacement planting and/or irrigation to rehabilitate an existing landscape area.
- (B)** The project applicant shall submit a landscape grading plan that indicates finished configurations and elevations of the landscape area including:
 - (1)** Height of graded slopes;
 - (2)** Drainage patterns;
 - (3)** Pad elevations;
 - (4)** Finish grade; and
 - (5)** Storm water retention improvements, if applicable.
- (C)** To prevent excessive erosion and runoff, it is highly recommended that the project applicant:
 - (1)** Grade so that all irrigation and normal rainfall remains within property lines and does not drain on to non-permeable hardscapes;
 - (2)** Avoid disruption of natural drainage patterns and undisturbed soil; and
 - (3)** Avoid soil compaction in landscape areas.
- (D)** The Grading Design Plan shall contain the following statement: “I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the grading design plan” and shall bear the signature of the landscape professional, as required by law.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

2.8 Certification of Landscape Completion

- (A) Landscape project installation shall not proceed until the *Landscape Documentation Package* has been approved by the *City* and any ministerial permits required are issued.
- (B) The *project applicant* shall notify the *City* at the beginning of the installation work and at intervals, as necessary, for the duration of the landscape project work to schedule all required inspections.
- (C) *Certification of Landscape Completion* of the landscape project shall be obtained through a *Permit Final*. The requirements for the Final Inspection and *Permit Closure* include submittal of:
 - (1) *A Landscape Installation Certificate of Completion* in the form included as **Appendix D** of these *Guidelines*, which shall include: (i) certification by a *landscape professional* that the *landscape project* has been installed per the approved *Landscape Documentation Package*; and (ii) the following statement: “The landscaping has been installed in substantial conformance to the design plans, and complies with the provisions of the *Water Efficient Landscape Ordinance* for the efficient use of water in the landscape.”
 - (a) Where there have been significant changes (as deemed by the *City*) made in the field during construction, these “as-built” or record drawings shall be included with the certificate
 - (b) A diagram of the irrigation plan showing *hydrozones* shall be kept with the irrigation controller for subsequent management purposes.
 - (2) Documentation of the irrigation scheduling parameters used to set the *controller(s)*;
 - (3) An irrigation audit report from a *City landscape irrigation auditor* or third party certified landscape irrigation auditor may be required at the option of the *City*. Example Inspection Affidavit is included as **Appendix H**.
 - (a) Landscape audits shall not be conducted by the person who designed or installed the landscape.
 - (b) In large projects or projects with multiple landscape installations (i.e. production home developments or common interest developments) an auditing rate of 1 in 7 lots or approximately 15% will satisfy this requirement.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

2.9 Post-Installation Irrigation Scheduling

- (A) For the efficient use of water, all irrigation schedules shall be developed, managed, and evaluated to utilize the minimum amount of water required to maintain plant health. Irrigation schedules shall meet the following criteria:
 - (1) Irrigation scheduling shall be regulated by automatic irrigation controllers.
 - (2) Overhead irrigation shall be scheduled in accordance with the City's Water Conservation Ordinance. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

2.10 Post-Installation Landscape and Irrigation Maintenance

- (A) Landscapes shall be maintained to ensure water use efficiency in accordance with the design of the landscape and irrigation system as well as the City's Water Conservation Ordinance.

3. Provisions for Existing Landscapes

- (A) Irrigation of all landscape areas shall be conducted in a manner conforming to the rules and requirements and shall be subject to penalties and incentives for water conservation and water waste prevention, as determined and implemented by the City.
- (B) The City and/or the regional may administer programs such as irrigation water use analyses, irrigation surveys and/or irrigation audits, tiered water rate structures, water budgeting by parcel, or other approaches to achieve landscape water use efficiency community-wide to a level equivalent to or less than would be achieved by applying a MAWA calculated with an ETAF of 0.8 to all landscape areas in the City over one acre in size.
- (C) The architectural guidelines of a common interest development, including apartments, condominiums, planned developments, and stock cooperatives, shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

4. Public Education

- (A) Publications. Education is a critical component to promote the efficient use of water in landscapes. The use of appropriate principles of design, installation, management, and maintenance that save water is encouraged in the community.
- (B) Model Homes. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water efficient landscapes as described.
 - (1) Signs shall be used to identify the model as an example of a water efficient landscape featuring elements such as hydrozones, irrigation equipment, and others that contribute to the overall water efficient theme. Signage shall include information about the site water use as designed per the local ordinance; specify who designed and installed the site water efficient landscape; and demonstrate low water use approaches to landscaping such as using appropriate plants, alternative water sources, or rainwater catchment systems.
 - (2) Information shall be provided about designing, installing, managing, and maintaining water efficient landscapes.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

Appendix A: Prescriptive Compliance Option

PRESCRIPTIVE COMPLIANCE OPTION

- (A) This appendix contains prescriptive requirements which may be used as a compliance option to the Ordinance.
- (B) Compliance with the following items is mandatory and must be documented in a landscape plan in order to use the prescriptive compliance option:
 - (1) Submit a Landscape Documentation Package which includes the following elements:
 - (a) Date
 - (b) Project applicant
 - (c) Project address (if available, parcel and/or lot number (s))
 - (d) Total landscape area (square feet), including a breakdown of turf and plant material
 - (e) Project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed)
 - (f) Contact information for the project applicant and property owner
 - (g) Applicant signature and date with statement, "I agree to comply with the requirements of the prescriptive compliance option to the Water Efficient Landscape Ordinance."
 - (2) Incorporate compost at a rate of at least four cubic yards per 1,000 square feet to a depth of six inches into landscape area (unless contra-indicated by a soil test);
 - (3) Plant material shall comply with all of the following:
 - (a) For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plan factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water; For non-residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plan factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water;
 - (b) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas,

creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.

- (4) Turf shall comply with all of the following:
 - (a) Turf shall not exceed 25% of the landscape area in residential areas, and turf shall not be planted in non-residential areas
 - (b) Turf shall not be planted on sloped areas which exceed a slope of 1 foot vertical elevation change for every 4 feet of horizontal length;
 - (c) Turf is prohibited in parkways less than 10 feet wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation, or by other technology that creates no overspray or runoff.
 - (5) Irrigation systems shall comply with the following:
 - (a) Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data
 - (b) Irrigation controllers shall be of a type which does not lose programming data in the event the primary power source is interrupted.
 - (c) Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.
 - (d) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.
 - (e) All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC802-2014. "Landscape irrigation Sprinkler and Emitter Standard." All Sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.
- (C) At the time of final inspection, the permit applicant must provide the owner of the property with a certificate of completion, certificate of installation, irrigation schedule and a schedule of landscape and irrigation maintenance.

Appendix B: Certification of Landscape Design

CERTIFICATION OF LANDSCAPE DESIGN

I hereby certify that:

(1) I am a professional appropriately licensed in the State of California to provide professional landscape design services.

(2) The landscape design and water use calculations for the property located at _____
_____ (provide street address or parcel number(s)) were prepared by me or under my supervision.

(3) The landscape design and water use calculations for the identified property comply with the requirements of the City of _____ Water Efficient Landscape Ordinance (Municipal Code Sections _____) and the City of _____ Guidelines for Implementation of the City of _____ Water Efficient Landscape Ordinance.

(4) The information I have provided in this Certificate of Landscape Design is true and correct and is hereby submitted in compliance with the City of _____ Guidelines for Implementation of the City of _____ Water Efficient Landscape Ordinance.

Print Name

Date

Signature

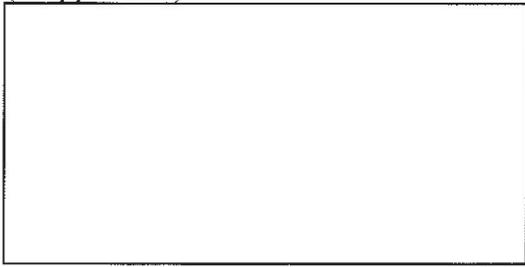
License Number

Address

Telephone

E-mail Address

Landscape Design Professional's Stamp
(If applicable)



Appendix C: Water Efficient Landscape Worksheet

WATER EFFICIENT LANDSCAPE WORKSHEET

This worksheet is filled out by the project applicant and it is a required item of the Landscape Documentation Package.

Reference Evapotranspiration (ET_o)^a: _____

Landscape Area Sector Type Residential
(select one): Non-Residential

	Hydrozone #/Planting Description	Location	Plant Factor ^b (PF)	Irrigation Method ^c	Irrigation Efficiency ^c (IE)	ETAF (PF/IE)	Landscape Area (sq-ft)	ETAF x Area	Estimated Total Water Use ^d (ETWU)
Regular Landscape Area									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Average	Total	Total

Average ETAF for Regular Landscape Areas^e (circle one): **In Compliance** **Not In Compliance**

Special Landscape Area

SLA-1									
SLA-2									
SLA-3									
SLA-4									
SLA-5									

Totals

Total Landscape Area
 Site wide ETAF
 ETWU Total
 Maximum Allowed Water Allowance (MAWA)^f

WORKSHEET INFORMATION & EQUATIONS

^a Local monthly evapotranspiration rates are listed in Appendix D.

^b The following table can be used for common plant factors:

Plant Factor	PF
Very low water use plant	0.1
Low water use plant	0.2
Medium water use plant	0.5
High water use plant	0.8
Lawn	0.8
Pool, spa, or other water feature	1.0

^c *Irrigation efficiency* is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average *irrigation efficiency* for purposes of these *Guidelines* is 0.71. The following *irrigation efficiency* may be obtained for the listed irrigation heads with an *Irrigation Management Efficiency* of 90%:

Irrigation Method	IE
Spray nozzles	71%
High efficiency spray nozzles	73%
Multi stream/Multi trajectory rotary (MSMT) nozzles	76%
Stream rotor nozzle	73%
Microspray	76%
Bubblers	77%
Drip emitter	81%
Subsurface drip	81%

^d Estimated Total Water Use (ETWU) is the annual gallons required

$$ETWU = (ETo) \times (0.62) \times (ETAF \times \text{Area})$$

where, ETo = annual evapotranspiration rate in inches per year
 0.62 = factor used to convert inches per year to gallons per square foot
 ETAF = plant factor ÷ irrigation efficiency

^e Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas, and 0.45 or below for nonresidential areas.

^f Maximum Allowed Water Allowance (MAWA) is the annual gallons allowed

$$MAWA = (ETo) \times (0.62) \times [(ETAF \times LA) + ((1-ETAF) \times SLA)]$$

where, ETo = annual evapotranspiration rate in inches per year
 0.62 = factor used to convert inches per year to gallons per square foot
 ETAF = plant factor ÷ irrigation efficiency
 LA = total (site wide) landscape area in square feet
 SLA = total special landscape area

Appendix D: Reference Evapotranspiration Table

REFERENCE EVAPOTRANSPIRATION (ET_o) TABLE

Appendix D - Sierra Madre Reference Evapotranspiration

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Year
	2.15	2.5	3.75	4.5	5.3	5.95	7	6.55	5.35	3.7	2.35	2	51.3

* The values in this table were derived from California Irrigation Management Information System (CIMIS) Spatial CIMIS data by zip code. Cities with multiple zip codes present monthly averages.

Appendix E: Certificate of Completion

LANDSCAPE INSTALLATION CERTIFICATE OF COMPLETION

I hereby certify that:

(1) I am a professional appropriately licensed in the State of California to provide professional landscape design services for: _____
_____ (project name, mailing address and telephone).

(2) The landscape project for the property located at _____
_____ (provide street address or parcel number(s)) was installed by me or under my supervision.

(3) The landscaping for the identified property has been installed in substantial conformance with the approved Landscape Documentation Package and complies with the requirements of the City of _____ Water Efficient Landscape Ordinance (Municipal Code Sections _____) and the City of _____ Guidelines for Implementation of the City of _____ Water Efficient Landscape Ordinance for the efficient use of water in the landscape.

(4) The following elements are attached hereto:

- a. Irrigation scheduling parameters used to set the controller;
- b. Landscape and irrigation maintenance schedule;
- c. Irrigation audit report; and
- d. Soil analysis report, if not submitted with Landscape Documentation Package, and documentation verifying implementation of the soil report recommendations.

(5) The site installation complies with the following:

- a. The required irrigation system has been installed according to approved plans and specifications and if applicable, any prior approved irrigation system alternatives.

_____ Yes _____ No

- b. Sprinklers comply with ASABE/ICC 802-2014 Landscape Irrigation Sprinkler & Emitter Standard.

_____ Yes _____ No

(6) The information I have provided in this Landscape Installation Certificate of Completion is true and correct and is hereby submitted in compliance with the City of _____ Guidelines for Implementation of the City of _____ Water Efficient Landscape Ordinance.

Print Name

Date

Signature

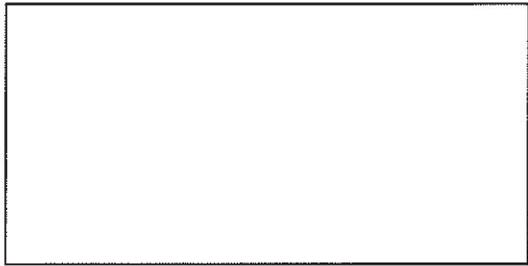
License Number

Address

Telephone

E-mail Address

Landscape Design Professional's Stamp
(If Appropriate)



DEFINITIONS

The terms used in these Guidelines have the meaning set forth below:

“*Aggregate*” area pertains to production home neighborhoods, *common interest developments*, or other situations where multiple parcels are undergoing landscape development as one project, but may eventually be individually owned or maintained.

“*Backflow prevention device*” means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.

“*Check valve*” or “*anti-drain valve*” means a valve located under a *sprinkler head*, or other location in the irrigation system, to hold water in the system to prevent drainage from *sprinkler heads* when the sprinkler is off.

“*Certified Landscape Irrigation Auditor*” means a *person* certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency’s WaterSense irrigation auditor certification program and Irrigation Association’s Certified Landscape Irrigation Auditor program.

“*Certification of Design*” means the certification included as Exhibit E of these Guidelines that must be included in the *Landscape Documentation Package* pursuant to Section 2.1 of these Guidelines.

“*City*” means the *City* of Sierra Madre or its authorized designee.

“*Common interest developments*” means community apartment projects, condominium projects, planned developments, and stock cooperatives per Civil Code Section 1351

“*Distribution Uniformity*” or “*DU*” is a measure of how uniformly an irrigation head applies water to a specific target area and theoretically ranges from zero to 100 percent. DU_{LH} is the average of the lowest one-half of catch can samples divided by the average of all samples. DU_{LQ} is the average of the lowest 25% of catch can samples divided by the average of all catch can samples.

“*Drip*” irrigation means any non-spray *low volume irrigation* system utilizing emission devices with a *flow rate* measured in gallons per hour. *Low volume irrigation* systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

“*Emitter*” means a *drip* irrigation emission device that delivers water slowly from the system to the soil.

“*Estimated Applied Water Use*” or “*EAWU*” means the annual total amount of water estimated to keep plants in a healthy state. It is based on factors such as *reference evapotranspiration rate*, the

size of the *landscape area*, *plant water use factors*, and the *irrigation efficiency* within each *hydrozone*.

“*Evapotranspiration adjustment factor*” or “*ETAF*” means a factor of 0.7, that, when applied to *reference evapotranspiration*, adjusts for *plant factors* and *irrigation efficiency*, two major influences upon the amount of water that needs to be applied to the landscape. A combined plant mix with a site-wide average of 0.5 is the basis of the *plant factor* portion of this calculation. For purposes of the ETAF, the average *irrigation efficiency* is 0.71. Therefore, the ET Adjustment Factor is $(0.7)=(0.5/0.71)$. ETAF for a Special Landscape Area shall not exceed 1.0. ETAF for existing non-rehabilitated landscapes is 0.8.

“*Evapotranspiration rate*” means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.

“*Flow rate*” means the rate at which water flows through pipes, *valves* and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.

“*Hardscapes*” means any durable material or feature (*pervious* and *non-pervious*) installed in or around a *landscape area*, such as pavements or walls. Pools and other *water features* are considered part of the *landscape area* and not considered *hardscapes* for purposes of these Guidelines.

“*Graywater*” means a system of untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthy processing, manufacturing, or operating wastes. *Graywater* includes, but is not limited to, wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines. And laundry tubs, but does not include wastewater from kitchen sinks or dishwashers as per the Health and Safety Code (Section 17922.12). *Graywater* systems promote the efficient use of water and are encouraged to assist in on-site landscape irrigation. All *graywater* systems shall conform to the California Plumbing Code (Title 24, Part 5, Chapter 16) and any applicable local ordinance standards.

“*Hydrozone*” means a portion of the *landscape area* having plants with similar water needs and typically irrigated by one *valve/controller station*. A *hydrozone* may be irrigated or non-irrigated.

“*Infiltration rate*” means the rate of water entry into the soil expressed as a depth of water per unit of time (e.g., inches per hour).

“*Invasive*” plants species or “*noxious*” means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. *Invasive plant species* may be regulated by county agricultural agencies as *noxious species*.

“*Irrigation audit*” means an in-depth evaluation of the performance of an irrigation system conducted by a *Certified Landscape Irrigation Auditor*. An *irrigation audit* includes, but is not limited to: inspection, system tune-up, system test with *distribution uniformity* or emission

uniformity, reporting *overspray* or *runoff* that causes overland flow, and preparation of an irrigation schedule.

“*Irrigation Management Efficiency*” or “*IME*” means the measurement used to calculate the *irrigation efficiency* of the irrigation system for a landscaped project. A 90% IME can be achieved by using evapotranspiration controllers, soil moisture sensors, and other methods that will adjust irrigation run times to meet plant water needs.

“*Irrigation efficiency*” or “*IE*” means the measurement of the amount of water beneficially used divided by the amount of water applied to a *landscape area*. *Irrigation efficiency* is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average *irrigation efficiency* for purposes of these *Guidelines* is 0.71. Greater *irrigation efficiency* can be expected from well designed and maintained systems. The following *irrigation efficiency* may be obtained for the listed irrigation heads with an IME of 90%:

Irrigation Method	DU _{LQ}	DU _{LH} *	EU	IE**
Spray nozzles	65%	79%		71%
High efficiency spray nozzles	70%	82%		73%
Multi stream/Multi trajectory rotary (MSMT) nozzles	75%	85%		76%
Stream rotor nozzle	70%	82%		73%
Microspray	75%	85%		76%
Bubblers			85%	77%
Drip emitter			90%	81%
Subsurface drip			90%	81%

*DU_{LH} = .386 + (.614)(DU_{LQ})

** IE (spray) = (DU_{LH})(IME)

** IE (drip) = Emission uniformity (EU)(IME)

“*Landscape coefficient*” (K_L) is the product of a *plant factor* multiplied by a density factor and a *microclimate* factor. The *landscape coefficient* is derived to estimate water loss from irrigated *landscape areas* and *special landscape areas*.

“*Landscape Documentation Package*” means the package of documents that a *project applicant* is required to submit to the *City* pursuant to Section 2.1 of these *Guidelines*.

“*Landscape Installation Certificate of Completion*” means the certificate included as Exhibit F of these *Guidelines* that must be submitted to the *City* pursuant to Section 2.7(a)(1) of hereof.

“*Landscape professional*” means a licensed *landscape architect*, licensed landscape contractor, or any other *person* authorized to design a landscape pursuant to Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the California Business and Professions Code, Section 832.27 of Title 16 of the California Code of Regulations, and Section 6721 of the California Food and Agriculture Code.

“*Landscape area*” means all the planting areas, *turf* areas, and *water features* in a landscape design plan subject to the *Maximum Applied Water Allowance* and *Estimated Applied Water Use*

calculations. The *landscape area* does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other *pervious* or *non-pervious hardscapes*, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

“*Lateral line*” means the water delivery pipeline that supplies water to the *emitters* or sprinklers from the *valve*.

“*Low volume irrigation*” means the application of irrigation water at low pressure through a system of tubing or *lateral lines* and low volume *emitters* such as drip, drip lines, and bubblers. *Low volume irrigation* systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

“*Low volume overhead irrigation*” means aboveground irrigation heads with an upper flow limit of 0.5 GPM.

“*Main line*” means the pressurized pipeline that delivers water from the water source to the *valve* or outlet.

“*Manual Isolation Valve*” means a valve such as a gate valve, ball valve, or butterfly valve installed downstream of the point of connection of the water supply to shutdown water flow through mainline piping for routine maintenance and emergency repair.

“*Master shut-off valve*” an electronic valve such as a solenoid valve installed as close as possible to the point of connection and is used in conjunction with a flow sensor and flow monitoring controller technology to automatically shutdown system wide water flow in the event of high flow conditions such as mainline pipe break.

“*Maximum Applied Water Allowance*” or “*MAWA*” means the upper limit of annual applied water for the established *landscape area*, as specified in Section 2.2 of these *Guidelines*. It is based upon the area’s *reference evapotranspiration*, the *ETAF*, and the size of the *landscape area*. The *Estimated Applied Water Use* shall not exceed the *Maximum Applied Water Allowance*.

“*Microclimate*” means the climate of a small, specific area that may contrast with the climate of the overall *landscape area* due to factors such as wind, sun exposure, plant density, or proximity to reflective surfaces.

“*Mulch*” means any organic material such as leaves, bark, straw or compost, or inorganic mineral materials such as rocks, gravel, or decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.

“*Non-pervious*” means any surface or natural material that does not allow for the passage of water through the material and into the underlying soil.

“*Operating pressure*” means the pressure at which the parts of an irrigation system of sprinklers are designed to operate at by the manufacturer

“*Overspray*” means the irrigation water which is delivered beyond the target area.

“*Person*” means any natural person, firm, joint venture, joint stock company, partnership, public or private association, club, company, corporation, business trust, organization, public or private agency, government agency or institution, school district, college, university, any other user of water provided by the *City* or the *local water purveyor*, or the manager, lessee, agent, servant, officer, or employee of any of them or any other entity which is recognized by law as the subject of rights or duties.

“*Pervious*” means any surface or material that allows the passage of water through the material and into the underlying soil.

“*Plant factor*” or “*plant water use factor*” is a factor, when multiplied by *ET_o*, that estimates the amount of water needed by plants. For purposes of this *Water Efficient Landscape Ordinance*, the *plant factor* range for low water use plants is 0 to 0.3; the *plant factor* range for moderate water use plants is 0.4 to 0.6; and the *plant factor* range for high water use plants is 0.7 to 1.0. *Plant factors* cited in these *Guidelines* are derived from the Department of Water Resources 2000 publication “Water Use Classification of Landscape Species.”

“*Precipitation rate*” means the rate of application of water measured in inches per hour.

“*Project applicant*” means the *person* submitting a *Landscape Documentation Package* required under Section 2.1 to request a permit, plan check, or design review from the local agency. A *project applicant* may be the property owner or his or her designee.

“*Property owner*” or “*owner*” means the record owner of real property as shown on the most recently issued equalized assessment roll.

“*Reference evapotranspiration*” or “*ET_o*” means a standard measurement of environmental parameters which affect the water use of plants. *ET_o* is given expressed in inches per day, month, or year as represented in Appendix C of these *Guidelines*, and is an estimate of the evapotranspiration of a large field of four to seven-inch tall, cool-season grass that is well watered. *Reference evapotranspiration* is used as the basis of determining the *Maximum Applied Water Allowances*.

“*Recycled water*” or “*reclaimed water*” means treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and *water features*. This water is not intended for human consumption.

“*Runoff*” means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area. For example, *runoff* may result from water that is applied at too great a rate (application rate exceeds *infiltration rate*) or when there is a slope.

“*Special Landscape Areas*” or “*SLA*” means an area of the landscape dedicated solely to edible plants such as orchards and vegetable gardens, areas irrigated with *recycled water*, *water*

features using *recycled water*, and areas dedicated to active play such as community pools and spas, parks, sports fields, golf courses, and where *turf* provides a playing surface.

“*Sprinkler head*” means a device which delivers water through a nozzle.

“*Static water pressure*” means the pipeline or municipal water supply pressure when water is not flowing.

“*Station*” means an area served by one *valve* or by a set of *valves* that operate simultaneously.

“*Swing joint*” means an irrigation component that provides a leak-free connection between the emission device and lateral pipeline to allow movement in any direction and to prevent equipment damage.

“*Turf*” means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.

“*Valve*” means a device used to control the flow of water in an irrigation system.

“*Water Efficient Landscape Ordinance*” means Ordinance No. 1374, adopted by the *City Council* on January 12, 2015, and codified in the Municipal Code in Chapter 15.60.

“*Water Efficient Landscape Worksheets*” means the worksheets required to be completed pursuant to Section 2.2 of these *Guidelines* and which are included in Appendix B hereof.

“*Water feature*” means a design element where open water performs an aesthetic or recreational function. *Water features* include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of *water features* is included in the high water use *hydrozone* of the *landscape area*. Constructed wetlands used for on-site wastewater treatment, habitat protection, or storm water best management practices that are not irrigated and used solely for water treatment or storm water retention are not *water features* and, therefore, are not subject to the water budget calculation.

“*Watering window*” means the time of day irrigation is allowed.

“*WUCOLS*” means the Water Use Classification of Landscape published by the University of California Cooperative Extension, the Department of Water Resources, and the Bureau of Reclamation, 2000. www.owue.water.ca.gov/docs/wucols00

Appendix G: Irrigation Plan Checklist

This is a voluntary compliance tool template developed by the Irrigation Association.

IRRIGATION PLAN CHECKLIST

Please complete the following checklist by checking all appropriate categories under APPLICANT column, indicating compliance with these content requirements. All submitted plans shall contain the following information:

LANDSCAPE PLAN NUMBER: _____

NAME OF PROJECT: _____

Applicant		Planner
<input type="checkbox"/>	1. Prevailing winds	<input type="checkbox"/>
<input type="checkbox"/>	2. Slope aspect and degree of slope	<input type="checkbox"/>
<input type="checkbox"/>	3. Soil type and infiltration rate	<input type="checkbox"/>
<input type="checkbox"/>	4. Vegetation type	<input type="checkbox"/>
<input type="checkbox"/>	5. Microclimates	<input type="checkbox"/>
<input type="checkbox"/>	6. Expansive or hazardous soil conditions	<input type="checkbox"/>
<input type="checkbox"/>	7. Water harvesting potential	<input type="checkbox"/>
<input type="checkbox"/>	8. Available water supply, including non-potable and recycled water	<input type="checkbox"/>
All pertinent system information is indicated, including:		
<input type="checkbox"/>	9. Irrigation zones substantially corresponding to hydrozones on the landscape plan and labeled by precipitation rates and method of application	<input type="checkbox"/>
<input type="checkbox"/>	10. Water meters	<input type="checkbox"/>
<input type="checkbox"/>	11. Tap-in location	<input type="checkbox"/>
<input type="checkbox"/>	12. Static water pressure at the point of connection	<input type="checkbox"/>
<input type="checkbox"/>	13. System controller	<input type="checkbox"/>
<input type="checkbox"/>	14. Rain sensor/shut-off device	<input type="checkbox"/>
<input type="checkbox"/>	15. Backflow preventers	<input type="checkbox"/>
<input type="checkbox"/>	16. Shut-off valves and zone control valves	<input type="checkbox"/>
<input type="checkbox"/>	17. Main line and lateral piping	<input type="checkbox"/>
<input type="checkbox"/>	18. Sprinkler heads	<input type="checkbox"/>
<input type="checkbox"/>	19. Bubblers and drip irrigation tubing runs	<input type="checkbox"/>
<input type="checkbox"/>	20. Type and size of main irrigation system components	<input type="checkbox"/>
<input type="checkbox"/>	21. Total required operating pressure for each control valve/zone	<input type="checkbox"/>
<input type="checkbox"/>	22. Graphic depiction of the locations of irrigation system components	<input type="checkbox"/>
<input type="checkbox"/>	23. Total required operating pressure for each control valve/zone	<input type="checkbox"/>
<input type="checkbox"/>	24. Any supplemental stormwater and/or runoff harvesting	<input type="checkbox"/>
System design is in conformance with the following standards:		
<input type="checkbox"/>	25. Certification of Professional Qualifications, attached	<input type="checkbox"/>
<input type="checkbox"/>	26. Pedestrian surfaces located on plan	<input type="checkbox"/>
<input type="checkbox"/>	27. Equipment installed flush with grade for safety	<input type="checkbox"/>
<input type="checkbox"/>	28. Compliance with local codes	<input type="checkbox"/>
<input type="checkbox"/>	29. Overspray onto impervious areas minimized	<input type="checkbox"/>

Appendix H: Inspection Affidavit

This is a voluntary compliance tool template developed by the Irrigation Association.

IRRIGATION INSPECTION AFFIDAVIT (To be submitted in conformance with Code Section 309.C)

Irrigation Plan File No: _____ Name of Project: _____

Irrigation Plan Designer: _____ Inspector: _____

Date(s) of Inspection: _____

This project was inspected within the limits of customary access for compliance with the approved irrigation plan on file in City Planning. At least two (2) inspections were conducted. The findings are as follows:

	(Check One)	<u>Yes</u>	<u>No</u>
A. Inspection during construction to check main line in open trench:			
1. Location of main line conforms to as-built plan	_____	_____	_____
2. Size of main line conforms to plan	_____	_____	_____
3. Depth of main line conforms to plan	_____	_____	_____
4. Main line condition is undamaged	_____	_____	_____
5. Main line pressure tested with water and meter to check for visible leaks	_____	_____	_____
6. Specific observations attached if needed	_____	_____	_____
B. Inspection after completion of system installation prior to seeding or sodding:			
1. Settling along trenches is absent	_____	_____	_____
2. System components (i.e., controller, backflow preventer, rain sensor, etc.) installed as specified	_____	_____	_____
3. Rotary heads pressure tested	_____	_____	_____
4. System activated for observation of compliance	_____	_____	_____
5. Landscape components are not blocking application	_____	_____	_____
6. Each station complies with design / as-built plan	_____	_____	_____
7. Matched precipitation rates provided by zone	_____	_____	_____
8. As-built plan provided to owner	_____	_____	_____
9. Specific observations attached as needed	_____	_____	_____

I hereby certify that I am qualified to submit this Irrigation inspection affidavit based on the qualification indicated below: (check one)

Certified Irrigation Designer certified by The Irrigation Association, indicate year of certification _____

State: _____ Licensed No. _____

State Agency Phone No. (_____) _____

Name

(PRINT)

Signature

Date



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager

INITIATED BY: Bruce Inman, Director of Public Works

DATE: November 24, 2015

SUBJECT: FIRST READING OF ORDINANCE 1374 REPLACING SIERRA MADRE MUNICIPAL CODE CHAPTER 15.60 WATER EFFICIENT LANDSCAPE ORDINANCE TO COMPLY WITH CURRENT STATE MODEL ORDINANCE

SUMMARY

The City's existing Water Efficient Landscape Ordinance (Ordinance 1300) was adopted in December of 2009. As noted below, the ordinance requires updating at this time. Staff recommends that the City Council introduce Ordinance 1374 for first reading, hold a public hearing on the matter..

ANALYSIS

The Governor's Drought Executive Order of April 1, 2015 directed the State Department of Water Resources to update the State's Model Water Efficient Landscape Ordinance (MWELo). That new Model Ordinance was approved by the California Water Commission on July 15, 2015. Local agencies were given until December 1, 2015 to adopt the State Model Ordinance or their own version thereof. Local agencies working together to develop regional ordinances were given until February 1 to adopt their updated regional Water Efficient Landscape Ordinances (WELo's).

Acting on information that the San Gabriel Valley Council of Governments was developing a San Gabriel Valley WELo, city staff deferred bringing the matter to City Council until receiving the COG version of the WELo. Staff was recently advised by COG staff that the COG's efforts to develop an ordinance have been abandoned and that many COG member agencies have opted to utilize the regional ordinance adopted by Orange County.

The Orange County model ordinance was developed by a countywide stakeholder group made up of representatives of the County, cities, local water purveyors, Building

FOR CITY COUNCIL AGENDA _____

AGENDA ITEM # _____

Industry of American, irrigation consultants, landscape architects, and other industry professionals. The stakeholder group was charged with meeting the Governor's Executive Order B-29-15 requirement that the ordinance be at least as effective as the DWR-update model ordinance, while minimizing complexity, streamlining compliance, and providing consistency between local jurisdictions.

Sierra Madre Public Works staff has modified the Orange County model WELO to suit Sierra Madre.

The most significant revision to the existing Sierra Madre WELO (Chapter 15.60) is that the majority of the Ordinance requirements are listed not in the Code itself, but in a separate document referenced in the Ordinance, titled Guidelines for Implementation of the City of Sierra Madre Landscape Ordinance. The WELO itself sets forth the title, purpose and intent, applicability, and most importantly, the landscape water use standards that the ordinance is intended to apply to new landscapes. The Guidelines are referenced in the definitions section of the WELO.

Other significant changes found in the new State Model Ordinance that are included in this revision to Sierra Madre's Code are:

More Efficient Irrigation Systems

- Dedicated landscape water meters or sub-meters are required for residential landscapes over 5000 sq. ft. and non-residential landscapes over 1000 sq. ft.
- Irrigation systems are required to have pressure regulators and master shut-off valves.
- All irrigation emission devices must meet the national standard stated in the Ordinance to ensure that only high efficiency sprinklers are installed.
- Flow sensors that detect and report high flow conditions due to broken pipes and/or popped sprinkler heads are required for landscape areas greater than 5000 sq. ft.
- The minimum width of areas that can be overhead irrigated was changed from 8 feet to 10 feet; areas less than 10 feet wide must be irrigated with subsurface drip or other technology that produces no over spray or runoff

Incentives for Graywater Usage

Landscapes under 2500 sq. ft. that are irrigated entirely with graywater or captured rainwater are subject only to the irrigation system requirements of Appendix D, Prescriptive Compliance Option.

Improvements in Onsite Stormwater Capture

Friable soil is required in planted areas to maximize water retention and infiltration. Four yards of compost per 1000 sq. ft. of area must be incorporated. Other recommended measures for increasing onsite stormwater retention are listed in the Ordinance.

Limiting the Portion of Landscapes that can be Planted with High Water Use Plants

The maximum amount of water that can be applied to a landscape is reduced from 70% of the reference evapotranspiration (ET_o) to 55% for residential landscape projects, and to 45% of ET_o for non-residential projects. This water allowance reduces the landscape area that can be planted with high water use plants such as cool season turf. For residential projects, the coverage of high water use plants is reduced from 33% to 25% of the landscaped area. In non-residential landscapes, planting with high water use plants is not feasible. However, unchanged in the Ordinance is the extra water allowance made for non-residential areas when used for specific functional areas, such as recreation and edible gardens. Extra water allowance is also made for landscapes irrigated with recycled water, as was the case in the previous ordinance.

The irrigation efficiency of devices used to irrigate landscapes is one of the factors that goes into determining the maximum amount of water allowed. Rather than having one default irrigation efficiency for the entire site, the revised Ordinance allows the irrigation efficiency to be entered for each area of the landscape. The site-wide irrigation efficiency of the previous ordinance was 0.71; the revised Ordinance defines the irrigation efficiency of drip as 0.81 and that of overhead spray as 0.75. Median strips cannot be landscaped with high water use plants, precluding the use of cool season turf. Also because of the requirement to irrigate areas less than ten feet wide with subsurface irrigation or other means that produces no runoff or overspray, the use of cool season turf in parkways is limited.

Reporting Requirements

All local agencies will report on the implementation and enforcement of their ordinances to DWR by December 31, 2015. Local agencies developing a regional ordinance will report on their adopted regional ordinance by March 1, 2016. Reporting for all agencies will be due by January 31st of each year thereafter.

Prescriptive Checklist Option for Landscapes under 2500 sq. ft.

Projects with landscape areas under 2500 sq. feet may comply with the performance requirements of the Ordinance or conform to the prescriptive measures contained in Appendix D. Many will find that the Appendix D checklist simplifies compliance.

Department of Water Resources documents state that the 2015 revision to the MWEL, will result in the average homeowner saving about 12,000 gallons (16 billing units) of water a year.

In order to assist in comparing the proposed Ordinance 1374 with the current Chapter 15.60 staff has created the following table.

Current Code Section	Section Title	Section location in Ordinance No. 1374
15.60.005	Short Title	15.60.005
15.60.010	Purpose and Intent	15.60.010
15.60.020	Definitions	15.60.020
15.60.030	Applicability	15.60.030
15.60.040	Landscape Design & Plant Requirements	Guidelines 2.5
15.60.050	Irrigation Requirements	Guidelines 2.6
15.60.060	Soil & Grading Requirements	Guidelines 2.4 & 2.7
15.60.070	Implementation	15.60.040
15.60.075	Compliance/Enforcement	Guidelines 2.8
15.60.080	Irrigation Audit & Maintenance	Guidelines 2.10
15.60.090	Recycled Water	Guidelines Appendix D
15.60.100	Stormwater Management	Guidelines 2.4
15.60.110	Water Waste Prevention	Guidelines 2.4 & 2.9 SMMC Chapter 13.24
15.60.120	Public Education	Guidelines 2.10
---	Landscape Water Use Standards	15.60.050

FINANCIAL

Landscape and Irrigation Plan review costs will be incurred as that service must be contracted out to an outside firm with staff qualified to do the reviews. Likewise, there will be landscape inspection costs, both for the initial installation of the landscape, and for the required re-inspection one year after installation. These services are currently provided by Willdan. Staff will review the costs associated with plan check, inspection and permitting with Willdan and return with the necessary fee-setting resolution at the time of second reading of this ordinance.

ENVIRONMENTAL

This Ordinance is exempt from review under the California Environmental Quality Act (“CEQA”) (California Public Resources Code Section 21000 *et seq.*), because pursuant to State CEQA Regulation 15307 (14 Cal. Code Regs., § 15307), this Ordinance is covered by the CEQA Categorical Exemption for actions taken to assure the maintenance, restoration, enhancement, or protection of a natural resource where the regulatory process involves procedures for protection of the environment. The adoption of this Ordinance will result in the enhancement and protection of water resources in the City, and will not result in cumulative adverse environment impacts. It is therefore exempt from the provisions of CEQA.

ALTERNATIVES

- 1.) The City Council may approve proposed Ordinance 1374 as written.
- 2.) The City Council may direct staff to revise proposed Ordinance 1374 and return it to a subsequent City Council meeting for Public Hearing and approval,
- 3.) The City Council may defer approval of proposed Ordinance 1374, in which case the State Model ordinance remains in effect in Sierra Madre.

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

Staff recommends that the City Council introduce Ordinance 1374 for first reading, hold a public hearing on the matter.

Attachments:

- Exhibit A: Ordinance 1374
- Exhibit B: Guidelines for Implementation of the City of Sierra Madre Landscape Ordinance
- Exhibit C: Existing SMMC Chapter 15.60



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, Secretary
Richard Mays, City Treasurer

TO: Honorable Mayor Capoccia and Members of the City Council

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

INITIATED BY: Vincent Gonzalez, Director – Planning & Community Preservation *VG*

PREPARED BY: Leticia Cardoso, Planning Manager *LC*

DATE: January 26, 2016

SUBJECT: ORDINANCE NO. 1375 - AMENDING CHAPTER 17.20 (ONE FAMILY RESIDENTIAL ZONE ORDINANCE), CHAPTER 17.48 (DEVELOPMENT STANDARDS) AND CHAPTER 17.60 (VARIANCES AND CONDITIONAL USE PERMITS) OF TITLE 17 OF THE SIERRA MADRE MUNICIPAL CODE.

SUMMARY

The amendments adopted in May 2015 by the City Council constituted the first round of revisions addressing 2015 General Plan policies concerning neighborhood compatibility in the R-1 Zone. The amendments recommended herein by the Planning Commission include further revisions needed to address the issue of bulk and mass, design, and overall consistency of new development with the existing neighborhood. The amendments also address a few items that needed further clarification in the subject ordinances.

The changes include revisions to the conditional use permit findings, minor conditional use permit noticing requirements, clarification of prevailing front yard setback requirements, specifying chimneys as a permitted encroachment into the angle plane setback requirement, establishment of a maximum allowable height for chimneys, elimination of flag lots and exclusive access easements on newly created or reconfigured lots, and elimination of the modified front yard setback for cul-de-sacs.

After discussing possible changes at the June 4, and October 15, 2015, meetings, the Commission conducted public hearings on November 19 and January 7, 2015, when it

recommended approval of Ordinance No. 1375 to the City Council as reflected in Planning Commission Resolution 15-18 (attached).

ANALYSIS

Background

The R-1 single-family residential zoning standards were adopted to encourage development that preserves the small town character of the community, to promote architectural diversity while maintaining neighborhood consistency, and to protect valley and mountain views of residential properties.

A growing concern related to excessive bulk and mass of new and remodeled residences, and their lack of consistency with the small village character of Sierra Madre have been raised by the community, the Planning Commission, and City Council regarding new single-family residential development that is inconsistent with existing residential development throughout the City. These concerns have been reflected in a number of new policies included in the Draft General Plan Update document adopted in July 2015; the first round of R-1 Ordinance amendments were adopted by the City Council in May 2015 in anticipation of the adoption of those new policies.

The proposed amendments reflect the continuing work required to translate the new policies of the 2015 General Plan into zoning requirements specifically with respect to the issues of bulk and mass and design, as well as other items that needed “clean up” or further clarification in the subject ordinances.

Changes to the minimum lot size requirements in the R-1 Zone were not included at this time but will be presented to the City Council at a later meeting as the Planning Commission agreed that further analysis by a subcommittee would be needed before a recommendation is made to the City Council.

Discussion

The proposed amendments can be best described by showing how they compare with the current zoning standards, as follows:

- *Chapter 17.20 (One-Family Residential Zone Ordinance):*

Angle Plane: The R-1 ordinance currently does not allow chimneys to encroach into the 45-degree angle plane side yard setback. The proposed amendment allows for the

encroachment to the extent necessary to meet code but no higher than 6 feet from the point where it penetrates the roof.

Clarification of Prevailing Setbacks: The R-1 Ordinance includes a requirement that whenever 50 percent, or greater, of the properties on the same side of the street where a project is located includes front yard setbacks that are greater than 25 feet, then a setback other than the required 25 feet must be provided for that project, commonly referred to as the prevailing setback. However, the code is unclear as to what the alternate setback should be as it refers to a diagram which is confusing and difficult to apply in every situation. The Commission is recommending that the required (i.e. prevailing) setback be calculated by adding all of the front yard setbacks, except for the smallest and largest, and dividing the total by the number of lots included in the calculation, pursuant to a revised diagram that illustrates the method of calculation. The Commission is also recommending that the prevailing setback requirement be triggered when 50 percent or greater of the properties includes front yard setbacks that are greater than 30 feet rather than the current 25 feet.

Flag lots and exclusive access easements prohibited: The R-1 Ordinance currently does not prohibit flag lot configurations or exclusive access easements for access to a land-locked lots for new lots created through subdivisions or lots reconfigured through lot line adjustments. The proposed amendment would prohibit them going forward so that newly created or reconfigured lots would be required to provide street frontage.

• Chapter 17.48 (Development Standards):

Maximum Height for Chimneys: The current ordinance allows chimneys to exceed the maximum allowable height of structures as prescribed in the code, however it does not include a height limit; the Commission is recommending a maximum height of 6 feet from the point where it penetrates the roof.

Modified Front Yard on Cul-de-Sac: The front yard setbacks for cul-de-sacs varies from 12.5 feet around the arc to 25 feet for the straight portion of the front lot line, if any, on lots fronting a cul-de-sac. The Commission is recommending eliminating this variable front yard setback requirement and applying the front yard setback required by each underlying zone, which is typically 25 feet from the front property line, or a prevailing setback requirement when applicable.

• Chapter 17.60 (Variances and Conditional Use Permits):

Conditional Use Permit Findings: The Commission is recommending minor revisions to the main conditional use permit findings (i.e. findings that are required for all conditional use permits), and more significant changes to the additional findings that are currently

only applicable to single-family residential projects. These revisions include requiring that these additional findings be applicable to all projects that require a conditional use permit, not just single-family homes. Other changes address siting, landform, public and neighbors views, privacy, noise levels, material adverse impacts, design coherence, adherence to the norms of an identifiable style, enhancement of the neighborhood through exceptional design, and provides guidance regarding meeting the findings for approval.

Public Notice for Minor Conditional Use Permits: The existing code section pursuant to public noticing requirements for minor conditional use permit does not include the requirement that the subject property be posted with a notice of pending project, but only requires that such notice be mailed to all property owners within a 300-foot-radius of the project site. The amendment would include the requirement for posting of the property pursuant to the requirements of the Posted Notice section of Chapter 17.60, and clarifies that where this section refers to the Planning Commission's decision, it shall be interpreted as the Director's decision with regard to minor conditional use permits since such decisions are typically made by the Director of Planning and Community Preservation.

Consistency with General Plan

The proposed amendments are required out of public necessity, convenience and general welfare (SMMC 17.64.010) as they would further the goals of preserving the small town character of the community, and promoting architectural diversity while maintaining neighborhood consistency. The proposed revisions to the conditional use permit findings, clarification of prevailing front yard setback requirements, elimination of flag lots and exclusive access easements on newly created or reconfigured lots, and elimination of the modified front yard setback for cul-de-sacs would serve to address scale, massing and privacy impacts of neighboring properties. Furthermore, all of the proposed amendments are generally consistent with the goals, policies, and objectives of the General Plan in that they would help protect low-density single-family residential uses in the City.

ENVIRONMENTAL

The project qualifies for an exemption from the California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations as it can be seen with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment, because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Notice of the hearing was published consistent with the requirements of Government Code Section 65090. Notice of the hearing was also published through the City's E-blast electronic notification process, on the City's website and Facebook page, and in a press release to local media. Copies of this report are available at the City Hall public counter, on the City of Sierra Madre website, and the Sierra Madre Public Library.

FINANCIAL REVIEW

Staff time was involved in preparing the staff reports and drafting the language for the ordinance, as a normal course of staff work involved with zoning ordinance development. The proposed Ordinance is City-initiated, so there is no applicant or outside funding source for staff's time and expenses associated with this project.

ALTERNATIVES

- 1) Introduce and approve for first reading by title only, and waive further reading, Ordinance No. 1375. Designate the City Attorney to prepare a summary of Ordinance No. 1375 pursuant to Government Code Section 36933(c)(1).
- 2) Introduce and approve for first reading by title only, and waive further reading, Ordinance No. 1375, as amended by the City Council. Designate the City Attorney to prepare a summary of Ordinance No. 1375 pursuant to Government Code section 36933(c)(1).
- 3) Direct Staff to modify Ordinance No. 1375 for further consideration.

STAFF RECOMMENDATION

Staff recommends Alternative No. 1, above, that the City Council introduce and approve for first reading by title only, and waive further reading, Ordinance No. 1375.

Attachments (2):

Exhibit A: Ordinance No. 1375

Exhibit B: Planning Commission Resolution 15-18

ORDINANCE NO. 1375

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SIERRA MADRE, CALIFORNIA AMENDING TITLE 17 ("ZONING") OF THE
SEIRRA MADRE MUNICIPAL CODE BY AMENDING CHAPTER 17.20 ("R-1
ONE FAMILY RESIDENTIAL")

SECTION 17.20.053 ("ANGLE PLANE"), SUBSECTION 17.20.050.A.2 ("FRONT
YARD SETBACKS GREATER THAN 25 FEET"), AND ADDING SECTION 17.20.115
("FLAG LOTS PROHIBITED"); AMENDING CHAPTER 17.48 ("DEVELOPMENT
STANDARDS") SECTION 17.48.020 ("HEIGHT OF PENTHOUSES AND ROOF
STRUCTURES") AND REPEALING SECTION 17.48.080 ("MODIFIED FRONT
YARD CUL-DE-SAC"); AMENDING CHAPTER 17.60 ("VARIANCES AND
CONDITIONAL USE PERMITS") SECTION 17.60.040 ("CONDITIONAL USE
PERMITS—BURDEN OF PROOF"), SECTION 17.60.041 ("ADDITIONAL BURDEN
OF PROOF FOR PERMITS FOR SINGLE-FAMILY HOUSES AS DESCRIBED IN
SECTION 17.20.025") AND SUBSECTION 17.60.055.B ("PUBLIC NOTICE").

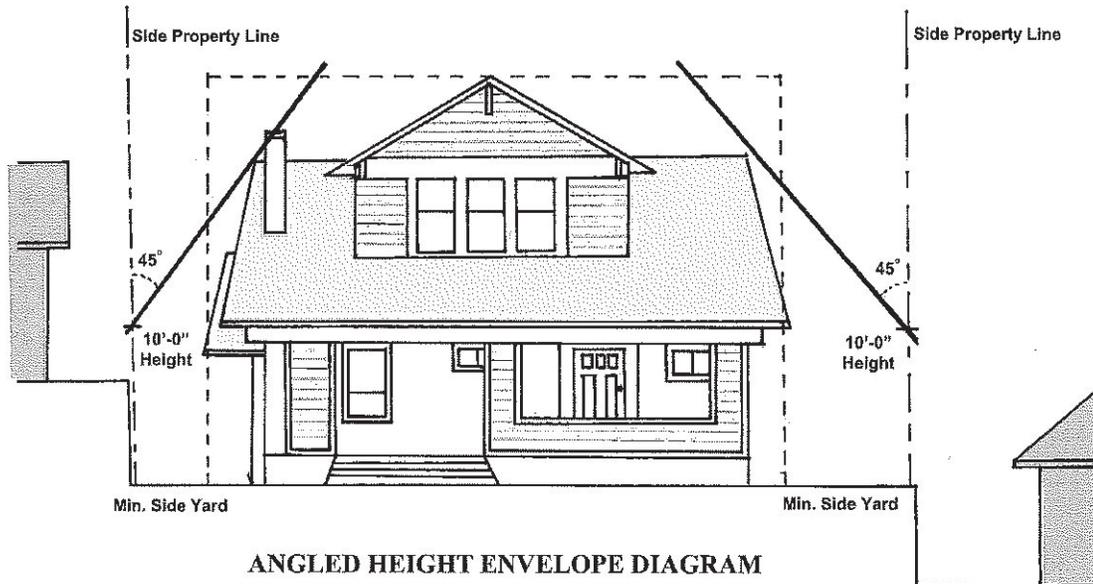
THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY
ORDAIN AS FOLLOWS:

SECTION 1. Section 17.20.053 ("Angle Plane") of Chapter 17.20 ("R-1 One Family Residential") of Title 17 ("Zoning") is hereby amended to read as follows:

17.20.053 – Angle Plane.

A. Notwithstanding the provisions under Section 17.20.050(B) ("Side Yards"), no portion of a building, except a chimney but only to the extent necessary to meet code and no higher than 6 feet from the point where it penetrates the roof, shall exceed the height of a forty-five degree plane drawn from a height of ten feet above existing ground level at the side lot line boundaries of the lot (see Diagram F), provided the second floor shall not be required to be located further than twice the required setback, whichever is less. Roof eaves projecting a maximum four feet out from the vertical plane of the exterior wall surface are exempted. Existing ground level shall be the grade elevation of the subject site at the side lot line boundaries prior to start of construction. Encroachments exceeding the angle plane height by not more than ten linear feet may be allowed subject to the approval of a minor conditional use permit; encroachments exceeding ten linear feet may be allowed pursuant to the approval of a conditional use permit pursuant to the provisions of Chapter 17.60. Linear feet shall mean the total combined linear feet of encroachment area(s) measured horizontally along the side face of the building.

DIAGRAM F
Angle Height Envelope Diagram



ANGLED HEIGHT ENVELOPE DIAGRAM

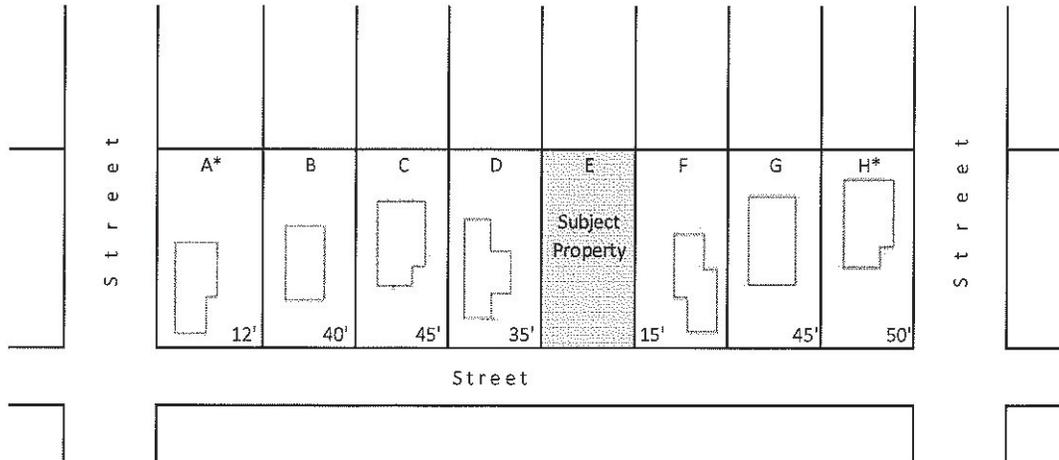
LEGEND	
- - - - -	Property Line
- - - - -	Building Envelope
—————	Angled Height Envelope

SECTION 2. Subsection 17.20.050.A.2 of Section 17.20.050 (“Primary Structures”) of Chapter 17.20 (“R-1 One Family Residential”) of Title 17 (“Zoning”), entitled “Front Yard Setbacks Greater Than 25 Feet”, is hereby amended to read as follows:

2. Front Yard Setbacks Greater than Thirty-Twenty-Five Feet – Prevailing Setback. Whenever fifty percent, or greater, of the properties on the same side of the street in the linear any block where as the project site is located ~~have been developed with structures where they have~~ front yard setbacks that ~~is~~ are greater than thirty feet, the minimum required front yard setback thenfor all building and/or structures thereafter constructed, enlarged, erected or established shall be the prevailing setback for the linear block within any such block on the same side of the street as shown on one of the following scenarios under Diagram E which most closely represents the conditions which apply to the project site. The prevailing setback shall be calculated by adding all of the front yard setbacks, except for the smallest and largest setbacks, and dividing the total by the number of lots included in the calculation, as illustrated in Diagram E. In no case, shall the required front yard setback exceed seventy-five feet.

DIAGRAM E

Example of Calculation of Prevailing Front Yard Setback



Prevailing Setback Calculation = Sum of front yard setbacks (except smallest and largest) / # of lots

$$\begin{aligned} \text{Prevailing Setback} &= \text{Lot B} + \text{Lot C} + \text{Lot D} + \text{Lot F} + \text{Lot G} / 5 \text{ lots} \\ &= 40' + 45' + 35' + 15' + 45' = 180/5 = \underline{36 \text{ feet}} \end{aligned}$$

* Lots A and H are not included in the calculation as their front yard setbacks are the smallest and the largest setbacks along the block.

SECTION 3. Section 17.20.115 entitled "Flag lots prohibited" is added herein to Chapter 17.20 ("R-1 One Family Residential") of Title 17 ("Zoning") to read as follows:

17.20.115 – Flag Lots and Exclusive Access Easements - Prohibited

Flag lot configurations and exclusive access easements for access to a land-locked property are prohibited in the R-1 Zone for newly created lots and for newly configured lots resulting from lot line adjustments.

SECTION 4. Section 17.48.20 ("Height of Penthouses and Roof Structures") of Chapter 17.48.20 ("Development Standards") of Title 17 ("Zoning") is amended herein to read as follows:

17.48.20 – Height of Penthouses and Roof Structures.

A. Penthouses or roof structures for the housing of elevators, stairways, tanks, ventilating fans, or similar equipment required to operate and maintain the building; fire or parapet walls, skylights, towers, roof signs, flagpoles,

chimneys, smokestacks, and similar structures may be erected above the height limits prescribed by this chapter, but no penthouse or roof structure or any other space above the height limit prescribed for the zone in which the building is located shall be allowed for the purpose of providing additional floor space. The height of antennae is governed by Chapter 17.93 of this code.

A.B. Chimneys may be erected above the height limits prescribed by this title, but in no event shall a chimney be allowed to exceed a height of 6 feet from the point where it penetrates the roof.

SECTION 5. Section 17.60.040 (“Conditional Use Permits – Burden of Proof”) of Chapter 17.60 (“Variances and Conditional Use Permits”) of Title 17 is amended herein to read as follows:

17.60.040 – Conditional Use Permits – Burden of Proof

Before any conditional use permit is granted, the application shall show, to the reasonable satisfaction of the ~~body hearing such matter~~ reviewing authority, the existence of the following facts:

- A. That the site for the proposed use is adequate in size, shape, and topography, and location;
- 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;
- C. That the proposed use is neither detrimental to the public health, safety and general welfare, nor 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;
- E. That the proposed use, if permitted, will, as to location and operation, be is consistent with the objectives of the general plan, zoning and any applicable design standards; and
- F. That the use at the location requested would benefit the public interest, and convenience, and necessity require that use be permitted at the location requested.

SECTION 6. Section 17.60.041 (“Additional Burden of Proof for Permits for Single-Family Houses as Described in Section 17.20.025”) of Chapter 17.60 (“Variances and Conditional Use Permits”) of Title 17 is amended herein to read as follows:

17.60.041 – Additional burden of proof for permits for certain noted projects single-family houses as described in Section 17.20.025.

~~Additional burdens of proof for permits for~~For single-family houses projects described in SectionSections 17.20.025, 17.30.040, or others referencing this section, before any permit is granted, the application shall be:

~~A. That the proposed project be designed in one consistent style and~~show, to the reasonable satisfaction of the reviewing authority, the existence of the following facts:

~~A. That the height, bulk, scale and, mass of new construction and reconstruction be and siting of the proposed project be compatible with the existing neighborhood, landforms and the surroundings.~~

~~B. That the proposed project reflects the scale of the neighborhood in which it is proposed and that it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architecture or design that detracts from the foothill village setting and does not cause adverse impacts.~~

~~C. That the conditional use permit is required to accommodate design features which are characteristic of an identifiable architectural style or a coherent architectural design that is consistent on all sides of the building. That the proposed project neither unreasonably interferes with public views or the views and privacy of neighbors, produces unreasonable noise levels, nor causes material adverse impacts.~~

~~D. The proposed project exhibits a coherent project-wide design, and each structure or portion thereof (especially additions) on the site is compatible with other portions of the project, regardless of whether the same are publically visible.~~

~~E. For proposed projects seeking relief from development standards, where allowed, to accommodate characteristics of an identifiable architectural style (such as additional height pursuant to Section 17.20.020(A)), that the proposed project adheres to the norms of such identifiable architectural style and that such style is consistently carried through on all elevations of the building, regardless of whether the same are publically visible.~~

~~G.F. For proposed projects that require discretionary review due to exceeding size thresholds (pursuant to Sections 17.20.025(C), 17.30.040(B), or similar), that the proposed is a superior project that would enhance its neighborhood and exhibit exceptional design through a combination of most, if not all, of:~~

- ~~1. innovative, thoughtful and/or noteworthy architecture that is responsive to the specific site, rather than standard, generic, or “cookie-cutter” plans;~~
- ~~2. where applicable, adaptive reuse or other preservation and restoration of historic structures;~~
- ~~3. preservation of the natural landscape to the extent possible by such means as minimizing grade changes and retaining protected and specimen trees;~~

4. siting of structures in keeping with landforms and so as to maximize open space, public views, and neighbor views and privacy;
5. high quality architectural details and building materials compatible with the overall project design; and
6. sustainable building and landscaping practices, especially water-saving features.

As used in this section, compatibility is not interpreted to mean simple repetition of existing form, mass, scale and bulk. Nor is compatibility interpreted to mean repetition of building style or detailing. Compatibility is based on consideration of a constellation of associated characteristics including building type, the property site plan, building mass and scale, and architectural material and expression. Compatibility comes from an identification of character-defining features of an area, and an applicant's thoughtful response to them within the design.

This section is not meant to be a perfunctory review of projects which comply with other development standards. Rather it is meant to impose significant, separate, and additional burdens on proposed projects with the understanding that in many cases satisfying such burdens may call for significantly reduced development intensity than is allowed otherwise under this title. By way of illustration and not limitation, (i) so as not to unreasonably interfere with views and privacy, a project proposed on a narrow or irregularly shaped parcel may accommodate significantly less second story floor area than would otherwise be allowed; (ii) so as not to unreasonably interfere with views and privacy, a proposed project with significant second story floor area may need to be set back farther from lot lines than otherwise allowed; (iii) to ensure compatibility with and not to visually overpower or dominate the neighborhood, the floor area of a proposed project in a neighborhood predominated by smaller homes may need to be much lower than allowed by objective criteria; (iv) to ensure compatibility with landforms, a project proposed on a parcel with steep slopes or irregular topography may have much more limited siting options than set back standards would allow and may need reduced height and/or floor area; and (v) to exhibit exceptional design through noteworthy architecture, the floor area of a proposed project may need to be much lower than allowed by objective criteria in order to allow space for articulation, variation in massing, covered porches, and other enhancing architectural features.

Additionally, as standard two-dimensional building elevations and other similar graphic materials typically do a poor job of depicting projects in context, it is recommended that applicants provide materials in addition to those otherwise required in order to demonstrate that their proposed projects satisfy the foregoing

burdens. Such materials may include, but are not limited to, three-dimensional perspective renderings from multiple angles; photo simulations showing the sited project in relation to neighboring structures and landforms; comparisons of proposed building size, height, setbacks, etc. to surrounding structures; story poles; material and color boards; information on energy and water saving systems; and colored landscape plans showing protected and specimen trees and illustrating drought-tolerant landscaping, permeable paving and other water-saving features.

SECTION 7. Subsection 17.60.055.B of Section 17.60.055 ("Minor Conditional Use Permit") of Chapter 17.60 ("Variances and Conditional Use Permits") of Title 17 ("Zoning") entitled "Public Notice", is amended herein to read as follows:

B. Posted Notice. A notice that a minor conditional use permit is to be considered shall be mailed to all property owners within a three hundred foot radius of the property where the minor conditional use permit is proposed. The notification shall describe the proposed minor conditional use permit and shall provide a comment period of not less than fourteen calendar days. Additionally, signage shall be posted in accordance with Subsection 17.60.100.B; however, references therein to the Planning Commission's decision on a conditional use permit shall be interpreted as the Director's decision on the minor conditional use permit.

SECTION 8. Section 17.48.080 ("Modified Front Yard on Cul-de-Sac") of Chapter 17.48 ("Development Standards") of Title 17 ("Zoning") is deleted in its entirety.

~~17.48.080 – Modified Front Yard on Cul-de-Sac The depth of the required front yard on lots facing directly upon the arc of a cul-de-sac shall be measured on an arc parallel to the front property lines comprising the arc of the cul-de-sac and being a distance therefrom one-half the required front yard depth as prescribed for each zone. This modified front yard shall extend around the circumference of the cul-de-sac only to the points at which the rear lines of the required front yard, on the portions of the street not located on the cul-de-sac, extended, intersects the arc representing the rear line of the modified required front yard.~~

SECTION 9. CEQA Finding. The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment, because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts. The adoption of this ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

SECTION 10. Effective Date. This Ordinance is adopted by the City Council and shall take effect 30 days after approval by the City Council. This Ordinance and the City Clerk's certification, together with proof of publication, shall be entered in the Book of Ordinances of the City Council.

SECTION 11. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

PASSED, APPROVED AND ADOPTED, this ____ day of _____, 2016

John Capoccia, Mayor

ATTEST:

Nancy Shollenberger, City Clerk

I, Nancy Shollenberger, City Clerk of the City of Sierra Madre, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Sierra Madre held on the ____ day of _____ 2016, and was adopted at its regular meeting of _____, 2016 by the following vote:

AYES:
NOES
ABSTAIN:
ABSENT:

PC RESOLUTION 15-18

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING APPROVAL OF ORDINANCE NO. _____ TO AMEND CHAPTERS 17.20 (R-1 ONE-FAMILY RESIDENTIAL ZONE), CHAPTER 17.60 (VARIANCES AND CONDITIONAL USE PERMIT ORDINANCE), CHAPTER 17.48 (DEVELOPMENT STANDARDS) OF THE SIERRA MADRE MUNICIPAL CODE.

WHEREAS, the R-1 One Family Residential Zoning Ordinance (Chapter 17.20 of the Municipal Code), was adopted to encourage development that preserves the small town character of the community and promotes architectural diversity while maintaining neighborhood consistency;

WHEREAS, the City is concerned with an increasing number of existing single-family homes being replaced with much larger, often 2-story homes that are inconsistent with the scale and architectural character of the surrounding residential neighborhoods and the overall small village setting of Sierra Madre;

WHEREAS, the City is concerned that some of the existing R-1 Zone development standards are inconsistent with the City's community preservation goals and thereby wishes to amend the zoning ordinance;

WHEREAS, the City is also concerned that the existing conditional use permit findings in Sections 17.60.040 and 17.60.041 of Chapter 17.60 of the Municipal Code do not sufficiently incorporate standards for neighborhood compatibility and quality design that can help guide future development while preserving the small-town character of the city;

WHEREAS, the proposed amendments to Chapters 17.20, 17.48 and 17.60 of the Municipal Code have been drafted to revise conditional use permit findings, clarify prevailing front yard setback requirements, revise minor conditional use permit noticing requirements, identify chimneys as a permitted encroachment into the angle plane setback requirement, establish a maximum allowable height for chimneys, eliminate flag lots and exclusive access easements on newly created or reconfigured lots, and eliminate the modified front yard setback for cul-de-sacs.

WHEREAS, the Planning Commission discussed these revisions at three meetings and wish to recommend to the City Council the subject municipal code text amendment as the proposed changes will help preserve the City's neighborhoods characterized by single-family dwellings;

WHEREAS, the amendments are generally consistent with the goals, policies, and objectives of the General Plan in that it would help protect low-density single-family residential uses in the City.

WHEREAS, the Planning Commission has received the report and recommendations of staff;

WHEREAS, the amendment qualifies for an Exemption, pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) as it can be seen with certainty that there is no possibility that the changes would have a significant effect on the environment because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts; and

WHEREAS, notice was duly given of the public hearing on the matter, which public hearing was held before the Planning Commission on January 7, 2016, with all testimony being received being made part of the public record;

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

Recommend that the City Council approve the ordinance amending Chapters 17.20, 17.48 and 17.60 attached hereto as Exhibit A.

APPROVAL RECOMMENDED, the 7th day of January, 2016, by the following vote:

AYES: Goldstein, Frierman-Hunt, Buckles, Desai, Hinton, Hutt, Spears

NOES: None

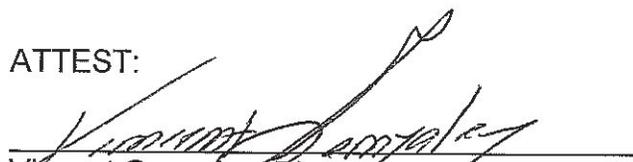
ABSTAIN: None

ABSENT: None



Ken Goldstein, Chair
Planning Commission

ATTEST:



Vincent Gonzalez, Director
Planning and Community Preservation



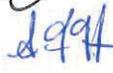
City of Sierra Madre Agenda Report

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

Nancy Shollenberger, Secretary
Richard Mays, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine Aguilar, City Manager 

INITIATED BY: Stephen Heydorff, Fire Chief 

REVIEWED BY: Larry Giannone, Public Safety Director 

DATE: January 26, 2016

SUBJECT: PUBLIC HEARING: Consideration of City Council Resolution 16-06 Amending the Fee Schedule by adopting the Emergency Medical Services Dispatch Fee

SUMMARY

The Sierra Madre Fire Department (SMFD) contracts fire department dispatch services through Verdugo Fire Communications Center (Verdugo) for all Fire and Medical related incidents. Dispatch costs are calculated based on the number of previous years' incidents and may increase yearly.

For each Emergency Medical Services (EMS) call, the Fire Department responds with one (1) Engine and one (1) Paramedic Ambulance. Engine 41 is typically staffed by one (1) Captain, one (1) Engineer, and two (2) Volunteer Firefighters. RA 41 is staffed with two (2) Los Angeles County certified Paramedics. Both emergency response vehicles are dispatched to all medical calls to ensure the appropriate manpower is available for all EMS incidents. In the event of a non-transport EMS incident, the City remains responsible for all costs incurred by the dispatch of SMFD personnel.

Staff is recommending the amendment of the Fee Schedule to include an EMS Dispatch Fee for all non-transport EMS dispatches in the amount of \$272.88 per call.

ANALYSIS

The SMFD Paramedic Program is majority funded by the revenue received from the transport of Basic Life Support (BLS) and Advanced Life Support (ALS) patients by Sierra Madre Paramedics, and subsidized by the General Fund. Rates are defined by

the "County of Los Angeles General Public Ambulance Rates" schedule and are categorized into one of two levels: ALS and BLS. Currently there is no charge for patients treated by SMFD personnel but not transported.

A typical non-transport EMS call generally requires thirty (30) minutes of SMFD time. When there is no transporting of a patient, the Fire Department receives no revenue for the time spent on the call. The fully burdened costs listed in the below table details the amount of which the City is responsible for each non-transport EMS dispatch.

Fully Burdened Costs	Per Half Hour
Engine 41 CAL-OES response rate	\$45.00
RA 41 CAL-OES response rate	\$35.00
Full-Time Captain	\$26.00
Part-Time Engineer	\$9.04
Volunteer Firefighter 1	\$0.62
Volunteer Firefighter 2	\$0.62
Part-Time Paramedic 1	\$7.17
Part-Time Paramedic 2	\$7.17
Verdugo Dispatch Fee	\$71.50
Administrative Fee	35%
Total	\$272.88

An EMS Dispatch Fee would be billed to all non-transport BLS and ALS level patients that are evaluated and treated by SMFD personnel. Residents who subscribe to the \$60 per year Paramedic Subscription Program would remain exempt to all EMS charges after insurance billing.

The revenue from the EMS Dispatch Fee will only be distributed into the EMS Fund to offset those dispatch fee costs. The Dispatch Fee is priced to include the fully burdened cost of services provided by SMFD responding personnel. The fully burdened cost includes the per call rate of Verdugo dispatch services; personnel wages, benefits, insurance, etc.; Engine and Ambulance response fees as determined by CAL-OES; SMFD administration fees; and an 8% service fee charged by SMFD's EMS billing service, Wittman Enterprises, LLC (Wittman). The EMS Dispatch Fee may be reviewed and adjusted as modifications to burdened costs occur.

Other local agencies currently charge a dispatch fee. The following cities charge a Paramedic Assessment Fee for all non-transport emergency response to offset all Emergency Medical Service costs:

City	Fee Name	Fee
Alhambra	Patient Assessment / Dispatch (Non Transport)	\$250.00
Arcadia	Resident BLS Assist	\$0.00
	Resident ALS Assist	\$125.00

Emergency Medical Services Dispatch Fee

January 26, 2016

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	Non Resident BLS Assist	\$150.00
	Non Resident ALS Assist	\$250.00
Beverly Hills	BLS Assist (Non Transport)	\$545.00
	ALS Assist (Non Transport)	\$720.00
Burbank	Paramedic Assessment	\$100.00
Glendale	Assessment Fee	In no event shall the charge be less than one hundred dollars
La Verne	Patient Assessment Fee	\$250.00
Long Beach	First Responder Fee	\$250.00
Monterey Park	Patient Assessment Fee	\$250.00
Pasadena	Response Only (No Transport)	\$97.00
Redondo Beach	Pre-Hospital Paramedic Assessment Fee	\$100.00
San Marino	No Transport Service at Scene (Resident)	\$100.00
	No Transport Service at Scene (Non Resident)	\$200.00
Santa Monica	Advanced Life Support Assessment Fee	The difference between the Los Angeles County Approved Life Support rate and the Los Angeles County Basic Life Support rate

FINANCIAL REVIEW

The current Dispatch rate for Verdugo is \$71.50 and total charges for the 2015 – 2016 Fiscal Year are \$64,136.00. Sierra Madre Fire Department personnel responded to a total of 647 EMS related incidents in the year 2014, of which 200 were non-transport. An EMS Dispatch Fee of \$272.88 would partially offset dispatch costs by \$54,572.00.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. This item was also noticed as a Public Hearing in the local adjudicated newspaper, Mountain Views News, on Saturday, January 16, 2016. Copies of this report are available at the City Hall public counter, at the Sierra Madre Public Library, and can be accessed on the City's website at www.cityofsierramadre.com.

ALTERNATIVES

1. City Council may approve the amendment of the Fee Schedule to include an Emergency Medical Services Dispatch Fee in the amount of \$272.88.
2. City Council may choose not to approve the amendment of the Fee Schedule for an EMS Dispatch Fee as presented and instead approve a Dispatch Fee in another amount.
3. City Council may choose not to approve the amendment of the Fee Schedule and provide Staff with direction.

STAFF RECOMMENDATION

Staff recommends the approval of the amendment of the Fee Schedule to include an Emergency Medical Services Dispatch Fee of \$272.88.

Attachments (3):

1. Resolution # 16-06
2. 2015-2016 Verdugo Fire Communications Statement of Services
3. Los Angeles Area Paramedic Fee spreadsheet

RESOLUTION NO. 16-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE,
AMMENDING THE FEE SCHEDULE BY ADOPTING THE EMERGENCY
MEDICAL SERVICES DISPATCH FEE.**

WHEREAS, the Sierra Madre Fire Department (SMFD) provides emergency medical services (EMS) to the residents and visitors to the City of Sierra Madre (City); and

WHEREAS, the SMFD Paramedic program is funded through the billing of transported patients and subsidized by the General Fund; and

WHEREAS, the City is responsible for the fully burdened cost of services regardless of patient transport;

WHEREAS, the Municipal Code of the City of Sierra Madre provides that the City may adjust fees and charges to recover the percentage of costs reasonably borne in providing products and services; and

WHEREAS, the SMFD proposes to implement an EMS Dispatch Fee to partially offset the costs of providing EMS to patients that are medically evaluated and treated by SMFD personnel on a first responder unit,

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF SIERRA MADRE DOES HERBY RESOLVE AS FOLLOWS:

SECTION 1. That an EMS Dispatch Fee is hereby established for the purpose of recovering costs associated with the dispatch of SMFD personnel. The EMS Dispatch Fee shall be in the initial amount of \$272.88 and may be reviewed and amended as changes to the fully burdened cost of services occur.

SECTION 2. That the City Clerk shall certify to the adoption of this Resolution, and thenceforth and thereafter the same shall be in full force and effect.

APPROVED AND ADOPTED ON this 26th day of January, 2016.

Mayor, City of Sierra Madre, California

ATTEST:

City Clerk, City of Sierra Madre

ATTACHMENT #1

I hereby certify that the foregoing Resolution Number 16-06 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 26th day of January 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre

ATTACHMENT #2

Los Angeles Area Departments

Department	Description	Fee	Note	Year Established
Alhambra	Patient Assessment / Dispatch - Non Ti	\$ 250.00		Prior to 2011
Arcadia	Resident BLS Fee	\$ -		
	Resident ALS Fee	\$ 125.00		
	Non Resident BLS Fee	\$ 150.00		
	Non Resident ALS Fee	\$ 250.00		
Avalon		N/A		
Beverly Hills	BLS Assist (No Transport)	\$ 545.00		
	ALS Assist (No Transport)	\$ 720.00		
Burbank	Paramedic Assessment Fee	\$ 100.00		2014
Compton		N/A		
Culver City		--		
Downey		--		
El Segundo		N/A		
Glendale	Assessment Fee	*	**In no event shall the charge be less than one hundred dollars"	
Hermosa Beach		--		
La Habra Heights		--		
La Verne	Patient Assessment Fee	\$ 250.00		
Long Beach	First Responder Fee	\$ 250.00		2015
LA City		N/A		
Los Angeles County		--		
Manhattan Beach		--		
Monrovia		--		
Montebello		--		
Monterey Park	Patient Assessment Fee	\$ 250.00		
Pasadena	Response Only - No Transport	\$ 97.00		Prior to 2010
Redondo Beach	Pre-Hospital Paramedic Assessment Fe	\$ 100.00		
San Gabriel		\$ 170.00		
San Marino	No Transport Service at Scene - Reside	\$ 100.00		
	No Transport Service at Scene - Non Re	\$ 200.00		
Santa Fe Springs		N/A		
Santa Monica	Advanced Life Support Assessment fee **		***The difference between the Los Angeles County approved Advanced Life Support rate and the Los Angeles County Basic Life Support rate."	
Sierra Madre		--		
Torrance		N/A		
Vernon		--		
West Covina		N/A		

Outside Los Angeles

Department	Description	Fee	Note	Year Established
Anaheim		\$ 350.00		
Fountain Valley		Resident - \$300; Non Resident - \$350		
Huntington Beach		\$ 450.00		

--	No Assessment Fee / Dispatch Fee
N/A	Fees not available on City's website



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: January 26, 2016

**SUBJECT: CONSIDERATION OF A COMMUNITY REQUEST FOR
INSTALLATION OF A FOUR-WAY STOP AT THE INTERSECTION
OF EAST HIGHLAND AVENUE AND NORTH MOUNTAIN TRAIL
AND DIRECT STAFF TO DEVELOP A CODE AMENDMENT
ADOPTING THE CURRENT CALIFORNIA MANUAL OF UNIFORM
TRAFFIC CONTROL DEVICES**

SUMMARY

Staff recommends that the City Council direct staff to place additional signage, curb painting, and pavement markings at the intersection of East Highland Avenue and North Mountain Trail, as recommended by the traffic engineer, and direct staff to develop a Code Amendment adopting the current California Manual of Uniform Traffic Control Devices as the basis for installation of traffic control devices in Sierra Madre.

ANALYSIS

The City Council recently directed staff to place the matter of pedestrian safety at the intersection of East Highland Avenue and Mountain Trail Avenue, following resident statements during the Community Communications portion of the Council agenda. Six residents commented at the November 12th meeting requesting that a stop sign be installed at the intersection.

As you may recall, on July 9, 2013 the City Council reviewed a stop sign warrant analysis for the intersection of East Highland Avenue and North Mountain Trail. The report was prepared by Ms. Vanessa Munoz of Willdan at a cost of \$4,288. The report produced findings that the intersection does not meet the warrants necessary for the installation of a four-way stop control. The report did not recommend installation of an unwarranted sidewalk and instead provided a recommendation for re-stripping the crosswalk and installation of crosswalk warning signage.

The installation of stop signs is based on guidelines in the California Manual of Uniform Traffic Control Devices (California MUTCD) dated November 2014. These guidelines, or warrants, are based on the most recent reported accident history, traffic volumes entering the intersection, delay and the number of pedestrians crossing the major street.

The following Section 2B.07 is extracted from the 2014 California MUTCD. This is the guidance for the proper installation of four way or multi-way stops. The MUTCD is utilized nationally as the criteria for the installation of all traffic control devices.

Section 2B.07 Multi-Way Stop Applications Support:

01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

Guidance:

03 The decision to install multi-way stop control should be based on an engineering study.

04 The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
- B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
- C. Minimum volumes: 1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but 3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
- D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Option:

05 Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;*

- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and California MUTCD 2014 Edition Page 130 (FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California) Chapter 2B – Regulatory Signs, Barricades, and Gates November 7, 2014 Part 2 – Signs*
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*

In preparation for the current agenda item, staff has again contacted Ms. Munoz at Willdan who prepared the June 2013 analysis and recommendations. She re-iterated that if nothing has changed at the subject intersection, there is no need to re-study it. Although she stands by her original recommendation not to place a four way stop at Highland and Mountain Trail, she has provided some recommendations for improvements that could be installed at that location in response to community concerns.

According to Ms. Munoz, *“You can use that sign (R1-6) on the uncontrolled legs on Mountain Trail but don’t use it on Highland since that is stop controlled and that sign is not used on controlled approaches. I further suggest more signing and striping by installing yield lines in advance of the crosswalk with a sign that also tells them to stop at the yield line and you can add Pedestrian Ahead signs (W11-2 with the AHEAD plaque) prior to that, it’s more signing and striping, but it will provide more warning to motorist to keep their eyes opened at this location and it will provide more buffer between pedestrians and motorist too.”*

The C-MUTCD section regarding Ms. Munoz’ recommendations states:

CAL-MUTCD 7B.12

04 The In-Street Pedestrian Crossing (R1-6 or R1-6a) sign (see Section 2B.12 and Figure 7B-6) or the In-Street Schoolchildren Crossing (R1-6b or R1-6c) sign (see Figure 7B-6) may be used at unsignalized school crossings. If used at a school crossing, a 12 x 4-inch SCHOOL (S4-3P) plaque (see Figure 7B-6) may be mounted above the sign. The STATE LAW legend on the R1-6 series signs may be omitted.



R1-6 sign



W11-2 sign

Staff recommends that the City install the additional pavement markings and signage as recommended by the traffic engineer. These actions can be taken without the need for the intersection to meet stop sign warrants and can be expected to provide additional protection for pedestrians at the intersection of Highland and Mountain Trail. Also, staff recommends that sections of the curbs along North Mountain Trail on the approaches to the intersection be painted red to restrict parking and improve driver and pedestrian sight distance.

In addition, Community Services and Public Works staff have been in contact with Middle School Principal Garrett Newsome and are working on the potential placement of a volunteer crossing guard at the intersection.

Students have routinely been walked between the Middle School and Elementary School on a monthly basis, for the Middle School students to utilize the auditorium at the Elementary School for assemblies. The students are accompanied by teachers and teachers' assistants during these walking outings along Highland Avenue. Mr. Newsome has advised that this practice will decline in frequency and ultimately be eliminated as the auditorium on the new campus becomes available.

As noted above, the traffic engineer has recommended against installation of a 4-way stop at the intersection of Highland and Mountain Trail noting that the intersection does not meet the warrants for that type of traffic control. Public Works staff recently attended a workshop hosted by the City's Joint Powers Insurance Authority, entitled "You Want to Put Stop Sign Where?" The attorney presenting the workshop stated unequivocally, that in no circumstances should a city install an unwarranted stop sign. A short excerpt from the lengthy presentation handout package is attached at the end of this report. The following bullet points were included in the closing summary of the presentation:

- Drivers ignore unwarranted traffic control devices.
- A false sense of security is created.
- There is a higher risk of litigation.

Another option for the intersection which may be requested by the community would be the installation of in-roadway warning lights (IRWL) at the crosswalks. Staff has inquired

of the traffic engineer on this topic, and has been advised that installation cost for the IRWL would be about \$60,000, annual maintenance costs \$1,000-\$5,000, a \$2,500 warrant study is required, and motorist compliance is low. Based on information obtained in the stop sign warrant study, the traffic engineer has estimated that the intersection would not meet pedestrian warrants for the IRWL, should that study be conducted.

Considering the Traffic Engineer's initial assessment of the intersection not meeting pedestrian warrants, the cost of installation and maintenance of IRWL improvements, the ineffectiveness of those improvements, and the precedent-setting nature of those improvements, staff does not recommend installation of IRWL improvements at the subject intersection.

California Manual of Uniform Traffic Control Devices (C-MUTCD)

In the JPIA traffic safety workshop, attorney Scott Grossberg, strongly recommended that cities specifically adopt the C-MUTCD as their basis for installation of all traffic control devices.

The C-MUTCD is the California-approved version of the Federal Highway Administration national standards for traffic control devices. The MUTCD provides for nation-wide consistency in the use and placement of traffic devices, which is critical in achieving the maximum motorist understanding of and compliance with pavement markings and signage.

California Government Code 830.6 limits local agency liability for injury when the design of public improvements (ie: traffic control devices) is done in conformity with standards previously approved by the legislative body of the local agency. For this reason it is appropriate not only for the City to follow the C-MUTCD when installing traffic controls, but to specifically adopt the C-MUCTD as its standard, much as the City does when adopting State Building Codes. The 2014 C-MUTCD is found on line at:

<http://www.dot.ca.gov/hq/traffops/engineering/mutcd/index.htm>

In order to adopt the MUTCD, it would be necessary to amend Section 10.20.010(C)(4) of the Municipal Code. The current code provision is outdated:

10.20.010 - Authority to approve, install, develop or improve traffic control devices.

A. Whenever public safety and convenience require, and the California Vehicle Code permits, traffic control devices to be installed to give notice to the public of the application of the requirements of that code or other law, the city manager may install or cause to be installed the necessary devices. The city manager may remove, relocate or discontinue the operation of any traffic control signal not specifically

required by the California Vehicle Code or this code whenever he/she determines that the conditions which warranted or required the installation no longer exist.

B. The city manager may place and maintain or cause to be placed and maintained such additional traffic control devices as he/she may deem necessary or proper to regulate, guide or control traffic, but he/she shall make such determination only upon the basis of traffic engineering principles and traffic investigations and in accordance with such standards, limitations, and rules set forth in this section.

C. In executing the duties set forth in this section, the city manager shall:

- 1. Only expend monies appropriated by the city council by the adoption of a budget or otherwise;*
- 2. Comply with any and all requirements of the California Environmental Quality Act, Public Resources Code Section 21000 et seq., as it now exists or may hereafter be amended;*
- 3. Act consistently with the city of Sierra Madre general plan, including the prohibition on traffic signals; and*
- 4. Adhere to those traffic engineering and safety standards and instructions set forth in the most current version of the California Planning Manual—Part 8, Traffic, issued by the Division of Highways of the State Department of Public Works.**

D. The purpose of this section is to safeguard the health, safety, property and welfare of the city's residents, businesses and visitors by establishing the authority of the city manager to approve, install, develop and improve traffic control devices within the city.

Section 10.20.010(C)(4) Should be revised to read:

- 4. Adhere to those traffic engineering and safety standards and instructions set forth in the most current version of the California Manual of Uniform Traffic Control Devices as issued by the California Department of Transportation.**

FINANCIAL

The cost to install the traffic engineer's recommended intersection improvements would be in the \$650-\$700 range. There is ample funding available in street maintenance funds to cover this cost.

ALTERNATIVES

- 1.) The City Council may direct staff to place additional signage, curb painting, and pavement markings at the intersection of East Highland Avenue and North

Mountain Trail, as recommended by the traffic engineer, and direct staff to develop a Code Amendment adopting the current California Manual of Uniform Traffic Control Devices as the basis for installation of traffic control devices in Sierra Madre.

- 2.) The City Council may direct staff to install a four way stop at the intersection of Mountain Trail and Highland. Because the intersection does not meet 4-way stop warrants, creation of a four way stop is contraindicated. According to multiple traffic engineering studies done nationwide, installation of unwarranted stop signs may actually increase the potential for collisions at an intersection as well as increasing the City's liability should an accident take place. Furthermore, installation of an unwarranted stop sign sets a precedent under which future requests for unwarranted stop signs might be approved. In this option, the City Council would not adopt the California MUTCD.
- 3.) The City Council could direct staff to order an updated traffic/warrant study on the intersection of East Highland and Mountain Trail addressing the need for a 4-way stop or installation of IRWL improvements.
- 4.) The City Council may defer action on this matter.

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

Staff recommends that the City Council direct staff to place additional signage, curb painting, and pavement markings at the intersection of East Highland Avenue and North Mountain Trail, as recommended by the traffic engineer, and direct staff to develop a Code Amendment adopting the current California Manual of Uniform Traffic Control Devices as the basis for installation of traffic control devices in Sierra Madre.

Attachment: Why and Where are Stop Signs Needed?

Why and Where Are Stop Signs Needed?

Each year, Cities receive requests for stop signs as a way to reduce speeding, minimize driver delay and curtail traffic accidents. Stop signs are needed to assign right-of-way at an intersection, not to control speeding. Right-angle accidents can also be reduced by the installation of stop signs when warranted, but additional stops may also increase the frequency of rear-end accidents. The need for stop signs involves a trade-off between safety and delay. **Because drivers have preconceived opinions on traffic control, public opinion can often justify the use of these devices when they are not needed.**



Traffic Law

Not every intersection must have an official traffic control device controlling traffic movement through the intersection. *If a vehicle approaches or enters an intersection that does not have an official traffic-control device and another vehicle approaches or enters from a different highway at approximately the same time, the driver of the vehicle on the left shall yield the right of way to the vehicle on the right. If the intersection is T-shaped and does not have an official traffic-control device, the driver of the vehicle on the terminating street or highway shall yield to the vehicle on the continuing street or highway.* There are many intersections that do not have stop signs, yield signs or traffic signals, particularly in residential areas.

What Harm Can Arise From Unnecessary Stops?

Stop signs should be installed at an intersection **only** when a careful evaluation of existing conditions indicates that their installation is warranted and appropriate. But what harm can arise from unnecessary stops when unwarranted stop signs are installed?

1. **Overuse of stop signs reduces their effectiveness** because drivers tend to speed up between stop sign controlled intersections rather than slow down. In fact, studies have shown that at residential speeds, drivers accelerate to their original speed prior to the stop sign in less than 200 feet (that's less than 3 house lots from the intersection). Driver acceleration and deceleration only adds to noise levels that can turn a quiet neighborhood into a race track.
2. **Stop compliance is poor at unwarranted stop signs.** Studies have determined that drivers see little reason to stop and yield the right-of-way when there is no traffic on the minor street. Unwarranted stop signs foster disrespect and disregard of the law.
3. **Studies have found that pedestrian safety, particularly small children, is decreased at unwarranted stop sign locations.** Pedestrians expect vehicles to stop at the stop signs but many vehicles "run" the unnecessary stop sign.
4. **The cost of installing stop signs is relatively low, but enforcement costs are not.** In addition, enforcement cannot be provided "24/7" and at best, can only have limited effectiveness.
5. **Finally, according to some State Codes, placement of stop signs not warranted by engineering studies may violate State law.**

When are Stop Signs Warranted?

Installation Policies and Warrants

The Federal MUTCD (Manual on Uniform Traffic Control Devices) dictates the size, shape and color of all traffic control devices. **The City is required by State law to comply with the guidelines of the MUTCD when warranting stop signs.** If stop signs are installed when they are not warranted, traffic safety is not improved and may actually be impaired. Unnecessary stops may cause rear-end accidents while increasing fuel consumption and adding to environmental concerns.

***** Stop signs must only be installed when an engineering study provides justification for their installation at the subject location. *****

The MUTCD provides the following warrants for the use of stop signs: *STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:*

- *Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;*
- *Street entering a through highway or street;*
- *Unsignalized intersection in a signalized area; and/or*
- *High speeds, restricted view, or crash records indicate a need for control by the STOP*

Most T-intersections in residential neighborhoods are not signed because when sight distance is adequate, these signs contribute little to traffic safety. The MUTCD warrants for ALL-WAY stops (4-way and 3-way at T-intersections) are typically not met in residential areas because traffic volumes must be roughly equal on both streets and exceed 500 vehicles per hour for at least eight hours of the day. These conditions are typically only found where two major streets intersect and a traffic signal is not warranted.



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor and Members of the City Council

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

INITIATED BY: Larry Giannone, Director of Public Safety *LG*

DATE: January 26, 2016

SUBJECT: Temporary Supplemental Police Services for Nighttime Patrol

SUMMARY

The City is seeking to secure temporary Police Services from the City of Arcadia for the hours of 6 PM to 6 AM daily. Staffing levels within the Sierra Madre Police Department have (SMPD) reached a level where there is insufficient personnel to provide safe and reliable police services twenty-four hours a day seven days a week.

Staff has negotiated an agreement with the City of Arcadia and a copy of the agreement is attached. The Arcadia City Council is scheduled to consider the contract at their February 2nd meeting, and if approved, Arcadia will begin patrolling Sierra Madre in the evening/early morning hours beginning on February 7, 2016. The cost to provide these services is estimated to be approximately \$40,000 a month.

ANALYSIS

The Sierra Madre Police Department is budgeted for 20 full time employees, including the Police Chief and Captain. In addition there are several part-time employees who compliment the full time staff. Over the course of several months 9 full time employees, 3 part-time Community Service Officers, and 1 part-time Police Officer, have resigned. Additionally, there is the possibility that the SMPD may lose a few more employees. Employees are leaving for a variety of reasons including retirement, opportunity to work for higher paying departments, and a perceived lack of job security in light of the scheduled decrease of the Utility Users Tax and the pending revenue measure on the April ballot.

Recruitment efforts have been difficult for some time due to the City's lower salaries and more recently, discussions regarding possible service level reductions (such as contracting police services), have resulted in some employees seeking employment

opportunities elsewhere. Additionally, cities that had reduced hiring during the recession, have begun to recruit and there are more positions available than in the past. However, the Police Department has successfully recruited three dispatchers, one who is in training, and two that are in the last portion of their backgrounds. Unfortunately, the City has not been successful the past recruitments for the position of police officers or sergeants. We have been able to hire three additional part-time LAPD Officers; however their training and schedules will only allow for them to assist us approximately two or three times a month, once they complete a short training process. The new part-time officers are scheduled to start in February.

Staff is working diligently with local police academies to hire new recruits. This is a new program recently approved by the City Council. As the Police Department successfully brings on new employees, it generally takes 20 weeks before an employee can work on his/her own.

In order to provide adequate patrol coverage 24/7 in town, as well as to ensure to proper rest for the existing officers, staff sought assistance from the Cities of Arcadia and Monrovia to police the city. Staff received a response more quickly from Arcadia, but is still talking with City of Monrovia. Temporarily, the City of Arcadia has agreed to handle nighttime patrol and investigative duties. The Cities have agreed upon a Memorandum of Understanding (MOU) for a five month period, and will review whether or not it is necessary to continue the temporary services. A copy of the MOU is attached (Attachment "A"). *(The MOU was not ready when the staff reports were due, and the agreement will be provided before the Council meeting.)*

Sierra Madre Police Department (SMPD) will continue to staff a dispatcher in the Sierra Madre Police Station during the nighttime hours. This will allow the Dispatcher to handle walk-in lobby traffic, routine business calls such as overnight parking permits and other questions, and perform the other ancillary duties the night time dispatcher is required to do. Additionally this will lessen the impact to the citizens when they call the police department

SMPD dispatchers will answer both business lines and 9-1-1 calls. Calls received will be handled by the on-duty dispatcher and if necessary will be transferred to the appropriate agency i.e. fire and medical calls will go to the Verdugo Communications Center and Police Calls requiring a response will be transferred to the Arcadia Police Department. All non-critical reports and calls for service will be handled by SMPD officers during their daytime shift.

FINANCIAL REVIEW

The City of Arcadia has agreed to provide these temporary services at \$100 per hour. Additional time for processing paperwork for court, prisoner transportation, and nighttime

investigative services will also be billed at \$100 an hour. It is estimated the cost for these temporary police services will be \$40,000 a month.

Funding for these services will be paid out of the current General Fund, primarily from salary savings resulting from the position vacancies. A more detailed report of the anticipated salary savings versus the cost of the contract will be provided at the City Council meeting. At this time, it is safe to assume that the contract could result in slightly higher costs than budgeted for the police department.

PUBLIC NOTICE

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City public counter, and the Sierra Madre Public Library. Notice of this item was also made by Eblast, and press releases to the local papers.

ALTERNATIVES

1. The City Council may approve the proposed MOU with the City of Arcadia for temporary nighttime patrol services beginning February 7, 2016.
2. The City Council may approve the MOU with changes.
3. The City Council may deny the MOU and provide staff with alternate direction.

STAFF RECOMMENDATION

Staff recommends the City Council approve the MOU that provides for the City of Arcadia to provide temporary nighttime patrol services beginning February 7, 2016.

Attachment (1): *Agreement to be provided before the Council meeting.*

"A" Memorandum of Understanding between the City of Arcadia and the City of Sierra Madre for Temporary Nighttime Patrol Services

**MUNICIPAL LAW ENFORCEMENT SERVICES AGREEMENT
BY AND BETWEEN
CITY OF SIERRA MADRE
AND CITY OF ARCADIA**

This Municipal Law Enforcement Services Agreement (hereinafter, "Agreement") is made and entered into this _____ day of _____, 2016 by and between the CITY OF SIERRA MADRE ("Sierra Madre") and the CITY OF ARCADIA ("Arcadia") (hereinafter, collectively "Parties" and individually, "Party").

RECITALS

WHEREAS, Sierra Madre desires to contract with Arcadia for the performance of supplemental law enforcement services by the Arcadia Police Department; and

WHEREAS, Arcadia is agreeable to rendering such law enforcement services for evening patrol and response coverage per the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the Parties mutually agree as follows:

1.0 SCOPE OF SERVICES

- 1.1 Arcadia agrees, through the Arcadia Police Department, to provide general law enforcement services within the corporate limits of Sierra Madre to the extent and in the manner hereinafter set forth in this Agreement.
- 1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by Sierra Madre, through the Sierra Madre Police Department, under the statutes of the State of California. Arcadia shall not be expected or required to enforce Sierra Madre Municipal Code violations.
- 1.3 The law enforcement services provided by Arcadia to Sierra Madre pursuant to this Agreement shall begin at 6:00 p.m. on Sunday February 7, 2016 and continue through 6:00 a.m. on June 30, 2016. The Parties shall review the need to continue

Arcadia's provision of law enforcement services to Sierra Madre on or around May 2, 2016.

- 1.4 Pursuant to this Agreement, Arcadia shall provide law enforcement services to Sierra Madre seven days per week, between the hours of 6:00 p.m. and 6:00 a.m. ("Coverage Hours"), including all general patrol and incident response through dispatch or officer observation, arrests, including warrant arrests, prisoner transport, prisoner bookings, evidence collection and processing for incidents and responses occurring within the Coverage Hours. Arcadia shall normally provide these services through one officer in a patrol vehicle, and appropriate backup as determined adequate and necessary by Arcadia. Said officer and patrol vehicle shall be assigned generally to the area of Arcadia adjacent to Sierra Madre, and will also serve Sierra Madre as if by extension of his/her, and the patrol vehicle, assignment in Arcadia. Said officer and patrol vehicle shall not be dedicated to serve Sierra Madre exclusively; provided, however, that Arcadia will make reasonable effort to dedicate such officer and patrol vehicle exclusively to Sierra Madre during Friday and Saturday night Coverage Hours (subject to any pressing needs of Arcadia). The foregoing services set forth in this paragraph 1.4 shall be referred to as "Services." All administrative processing of arrestees resulting from the Services shall be completed at the Arcadia Police Department pursuant to the Arcadia Police Department Policy Manual.
- 1.5 While arrests made will normally require the services of one patrol vehicle, Arcadia will respond as necessary in the event of a major crime or incident which may require multiple police vehicle unit response, and this shall be deemed to be part of the Services. Arcadia shall handle all arrests made as part of the Services during the Coverage Hours from the beginning of the incident to its conclusion pursuant to Arcadia Police Department Policy. Should any arrest occur as part of the Services during the Coverage Hours, Arcadia shall provide additional investigative services as necessary to prepare the case for submittal to the District Attorney, as this shall be deemed to be part of the Services.
- 1.6 During Coverage Hours, a Sierra Madre dispatcher shall continue to staff the Sierra Madre Police Station and will answer all telephone calls to the station. The

dispatcher shall screen the call and determine whether a response can wait until the day time shift (outside of Coverage Hours) or whether immediate response is required. If immediate response is required, Sierra Madre dispatch shall transfer the call to Arcadia to respond. If the call is for 911 services, Sierra Madre dispatch shall transfer the call to Arcadia if it is police-related.

- 1.7 Should a citizen come into the Sierra Madre Police Station during Coverage Hours with a request for service which the dispatcher determines requires immediate response, Arcadia shall respond to any such request for service following notification to Arcadia of the request by the Sierra Madre dispatcher.
- 1.8 Sierra Madre will provide periodic traffic enforcement during the Coverage Hours. If a Sierra Madre Parking Enforcement Officer is unavailable Arcadia will respond to a parking complaint received during Coverage Hours, but only to those complaints pertaining to a significant traffic hazard which obstructs ingress or egress of roadways, driveways, off-street parking structures and the like. Sierra Madre will handle all other parking complaints.
- 1.9 Arcadia shall respond to any wildlife calls during Coverage Hours which the Sierra Madre dispatcher determines are life-threatening. All other wild-life related calls shall be referred by Sierra Madre dispatch to the Pasadena Humane Society.
- 1.10 Arcadia will respond to dispatched calls during Coverage Hours regarding persons locked in at the Chantry Gate.
- 1.11 Sierra Madre staff shall be responsible at all times for opening and closing Bailey Canyon and the Chantry Gate.
- 1.12 Arcadia shall use its own towing services for any vehicle impounds and storage resulting from an incident response during the Coverage Hours.
- 1.13 Except to the extent specifically and narrowly provided otherwise in this Agreement, Arcadia shall at all times adhere to the Arcadia Police Department Policy Manual in providing Services and other work under this Agreement.

2.0 NOTIFICATIONS AND REPORTING

2.1

- 2.1 As soon as reasonably possible pursuant to and consistent with the Arcadia Police Department Policy Manual Arcadia shall notify the Sierra Madre Police Department if any of the following events occur within Sierra Madre corporate limits:
 - 2.1.1 Arcadia handles any incident response or arrest as part of the Services involving any Sierra Madre employee, including any off-duty Sierra Madre Police Department sworn employee;
 - 2.2.2 Arcadia handles any criminal investigations deemed by Arcadia to be of a serious nature involving any state, federal, or foreign official;
 - 2.2.3 Arcadia responds to any major crime or major event as described in and consistent with Policy 358 of the Arcadia Police Department Manual occurring during Coverage Hours.

3.0 COMPENSATION

- 3.1 Patrol and Incident Response. Sierra Madre shall compensate Arcadia for Arcadia's provision of patrol and incident response services provided during Coverage Hours and generally described in paragraphs 1.4, 1.6, 1.7, 1.8, 1.9, 1.10 and 1.2 pursuant to this Agreement at the flat rate of \$100 per hour. While Patrol and Incident Response services will generally not exceed \$1,200 per day, Arcadia shall be compensated for additional hours necessary to provide Services in response to an incident which occurred within the Coverage Hours.
- 3.2 Additional Investigative or Response Services. In addition to the compensation for patrol and incident response services performed as described in paragraph 3.1, Sierra Madre shall pay Arcadia \$100 per hour for additional or follow up investigative services or multiple unit response performed as described in paragraph 1.5, at flat rate of \$100 per hour.
- 3.3 Administrative Services. In addition to the compensation described in paragraphs 3.1 and 3.2, Sierra Madre shall pay Arcadia a flat rate of \$100 per hour for all administrative work performed at the Arcadia Police Department to document incident responses and arrests made during the Coverage Hours, including

housing of prisoners, bookings, evidence processing, report writing, and creation of any monthly stat sheets for Sierra Madre incidents.

- 3.4 Jail Services. In addition to any and all compensation otherwise set forth in this Agreement, Arcadia shall invoice Sierra Madre and Sierra Madre shall pay Arcadia for booking and housing inmates detained or arrested as a result of the Services at a rate of \$87 for the first day (including booking and housing) and \$10 for each consecutive day thereafter (for housing) per inmate.
- 3.5 Arcadia shall invoice Sierra Madre monthly for all Services and other work provided pursuant to this Agreement, detailing the services provided and broken down into the categories of Patrol and Incident Response, Additional Investigative or Response Services, and Administrative Services.

4.0 ADMINISTRATION OF PERSONNEL

- 4.1 All Sierra Madre employees who work in conjunction with Arcadia pursuant to this Agreement shall remain employees of Sierra Madre and compensated by Sierra Madre and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from Arcadia as a result of this Agreement.
- 4.2 All Arcadia employees assigned to provide services to Sierra Madre pursuant to this Agreement shall remain employees of Arcadia and compensated by Arcadia and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from Sierra Madre as a result of this Agreement.
- 4.3 Sierra Madre shall not be liable for compensation or indemnity to any Arcadia employee or agent for injury or sickness arising out of performance of Services or other work under this Agreement. Arcadia shall indemnify Sierra Madre from any such claim by any of its employees.
- 4.4 Arcadia shall not be liable for compensation or indemnity to any Sierra Madre employee or agent for injury or sickness arising out of performance by Arcadia of Services or other work under this Agreement, or arising out of performance of

work by any Sierra Madre employee.

5.0 INDEMNIFICATION

- 5.1 Sierra Madre shall indemnify, defend, protect and hold harmless Arcadia, and its officials, officers, employees, volunteers and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of a breach of Sierra Madre's obligations under this Agreement, except where caused by the sole negligence or willful misconduct of Arcadia or its officials, officers, employees, volunteers and agents, or as otherwise provided by law.
- 5.2 Arcadia shall indemnify, defend, protect and hold harmless Sierra Madre, and its officials, officers, employees, volunteers and agents, from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of a breach of Arcadia's obligations under this Agreement, except where caused by the sole negligence or willful misconduct of Sierra Madre or its officials, officers, employees, volunteers and agents, or as otherwise provided by law.
- 5.2 Arcadia shall indemnify Sierra Madre for any workers compensation claim or other claim of injury made by any Arcadia employee against Sierra Madre for any injury alleged to have occurring during the provision of services pursuant to this Agreement, except to the extent caused by gross negligence or willful misconduct of Sierra Madre or its officials, officers, employees agents or volunteers.

6.0 RIGHT OF TERMINATION

- 6.1 This Agreement may be terminated at any time, with or without cause, by either Party upon written notice given to the other Party at least fifteen (15) days before the date specified for such termination.
- 6.2 In the event of a termination, each Party shall fully discharge all obligations owed to the other Party accruing prior to the effective date of such termination, and,

except as otherwise provided herein, each Party shall be released from all obligations which would otherwise accrue subsequent to the effective date of termination.

7.0 NOTICES

Unless otherwise specified herein, all notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the Parties at the following addresses (as applicable) and to the attention of the person named. Addresses and persons to be notified may be changed by either Party by giving ten (10) calendar days prior written notice thereof to the other Party.

Notices to Sierra Madre shall be addressed as follows:

Sierra Madre Police Department
242 Sierra Madre Boulevard
Sierra Madre, CA 91024
ATTN: Chief of Police
Phone: (626) 355-1414
Fax: (626) 355-5468

Notices to Arcadia shall be addressed as follows:

Arcadia Police Department
250 West Huntington Drive
Arcadia, CA 91066
Attn: Chief of Police
Phone: (626) 574-5151
Fax: (626) 447-6581

8.0 AMENDMENTS

All changes, modifications, or amendments to this Agreement must be in the form of a written agreement duly executed by authorized representatives of Sierra Madre and Arcadia.

9.0 AUTHORIZATION WARRANTY

9.1 Sierra Madre represents and warrants that the person(s) executing this Agreement on behalf of Sierra Madre are authorized agents who have actual authority to bind Sierra Madre to each and every term, condition, and obligation of this Agreement and that all requirements of Sierra Madre have been fulfilled to provide such actual authority.

9.2 Arcadia represents and warrants that the person(s) executing this Agreement on behalf of Arcadia are authorized agents who have actual authority to bind Arcadia to each and every term, condition, and obligation of this Agreement and that all requirements of Arcadia have been fulfilled to provide such actual authority.

10.0 ENTIRE AGREEMENT

This Agreement, and executed Amendments thereto, constitute the complete and exclusive statement of understanding of the Parties which supersedes all previous agreements, written or oral, and all communications between the Parties relating to the subject matter of this Agreement.

11.0 SEVERABILITY

If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each Party still receives the benefits of this Agreement.

ACCEPTED AND AGREED TO:

Elaine Aguilar, City Manager
City of Sierra Madre

Dated

Dominic Lazzaretto, City Manager
City of Arcadia

Dated

APPROVED AS TO FORM:

Teresa L. Highsmith
City Attorney, City of Sierra Madre

Stephen P. Deitsch
City Attorney, City of Arcadia



City of Sierra Madre Agenda Report

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

Nancy Shollenberger City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor and Members of the City Council

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

INITIATED BY: Dani Cullens, Community Services Manager *DC*

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

DATE: January 26, 2016

SUBJECT: Approval of the Lease Agreement with the YMCA

SUMMARY

Staff has negotiated a Lease Agreement with the Pasadena YMCA to operate and lease the Sierra Madre Community Recreation Center. At the October 29, 2015 Community Services Commission meeting, the Commission recommended sending the agreement, with minor alterations, to the City Council for approval.

ANALYSIS

The City has had a partnership with the Pasadena YMCA for the past 10 years. In July of 2004 the City entered a five-year lease agreement to operate an after-school and summer program at the Community Recreation Center. During this time the YMCA established themselves at the Center and were well received by the community. In September of 2010 the City renewed the agreement for another five years, expiring September 30, 2015. In 2012, the City and the YMCA entered into a secondary contract for the YMCA to operate the YAC, which also expired on September 30, 2015. On April 28, 2015, the City Council approved an addendum to the lease agreement with the YMCA to expand programming at the Recreation Center to include enrichment classes. Since October 1, 2015, the YMCA has been running the same programs on a month-to-month basis until a new lease agreement, incorporating the three previous agreements, is finalized and approved.

The terms of the proposed lease state that the YMCA will take over operating expenses for the Sierra Madre Community Recreation Center. This includes: water, gas and electricity, pest control, maintenance contract, staffing and other defined expenses in the professional services agreement. In addition YMCA has agreed to a \$2,500 month lease for the first twelve months, increasing to \$3,000 per month beginning February 1, 2017. The annual revenue generated by the terms of the lease is \$30,000 the first year, increasing to \$36,000 a year thereafter.

The lease agreement allows the YMCA to utilize the entire Community Recreation Center, including the Fireside Room, Youth Activity Center, Office Space, Sierra Madre Room and all open areas, excluding the old director's office which is currently leased to Waterworks Aquatics. The City will maintain responsibility for rentals of the Sierra Madre Room and will work with the YMCA to keep them apprised of all upcoming rentals. In addition, per the terms and conditions of the lease agreement, the City reserves the right to use the facility for any City approved event or rental with two-week's notice, or as needed for emergencies.

The YMCA will be responsible for equipment maintenance and replacement. Any piece of equipment that has been replaced by the YMCA will become property of the City at the end of the lease. The "lift", otherwise referred to as an elevator, will continue to be maintained by the City.

The YMCA will continue to provide daycare programming, teen programming, fitness and lifestyle classes, Friday programming at Kersting Court and Summer Adult Softball. The YMCA will be the sole provider of recreation and enrichment programs within the Sierra Madre Community Recreation Center and will work with the City to ensure no direct competition is occurring.

The length of the agreement is for an initial three-year period. After the first three years, the City and YMCA have the opportunity to extend services for a three-year period or to end the partnership. The YMCA would prefer to enter a longer-term agreement than three years in order to provide more capital investment in the facility, but, the Community Services Commission asked to limit the agreement to three years.

The YMCA has requested that the City Council consider a five year lease with a five year extension instead of the three year terms, and if the Council is agreeable, the YMCA will make the following technology upgrades and donate the following equipment to the City at the end of the five year lease:

- Cardio Equipment
 - Five (5) Precor Cross Trainer's
 - Three (3) Precor Treadmill's
- Strength Training Equipment
 - Life Fitness Signature Leg Press Machine
 - Life Fitness Signature Seated Leg Extension Machine
 - Life Fitness Signature Fixed Lateral Pull Machine
 - Life Fitness Signature Seated Row Machine
 - Life Fitness Signature Lateral Shoulder Press Machine
 - Life Fitness Signature Shoulder Press Machine
 - Life Fitness Signature Chest Press Machine
 - Life Fitness Signature Chest Fly Machine
 - Life Fitness Signature Tricep Press Machine
 - Life Fitness Signature Back Extension Machine

- Life Fitness Signature Abdominal Machine
- Life Fitness Signature Mult Cable Machine
- Life Fitness Pro2 Series Seated Leg Press Machine
- Life Fitness Pro2 Series Chest Fly Machine
- Life Fitness Pro2 Series Bicep Curl Machine
- Life Fitness Pro2 Series Tricep Extension Machine
- Life Fitness Pro2 Series Back Extension Machine
- Life Fitness Pro2 Series Abdominal Machine
- Technology Upgrades
 - Data Cabling
 - Patch Panel
 - Racks
 - New Internet Connection
 - Router/Firewall
 - MFP
 - UPS-Phone
 - UPS-Network
 - Wi-Fi Circuit
 - Data Switches

Staff is not sure that the City would want to take on the exercise equipment after the five (or ten) year period and any liability that may or may not accompany the equipment. Providing this type of physical fitness programming has not been something the City has ever provided; however there are cities that do provide this type of service. Furthermore, the lease agreement stipulates that any upgrades that the YMCA makes to the infrastructure of the Community Recreation Center become the property of the City; therefore if the YMCA makes the above technology upgrades, some the upgrades will become property of the City by the nature of the agreement regardless of the length of the agreement.

FINANCIAL OVERVIEW

The City will receive \$2,500 per month for the first 12 months from the YMCA and \$3,000 each month thereafter. In addition, the City will no longer provide \$15,000 to the YMCA for the Youth Activity Center programming, nor will the City receive 25% from the contract classes offered by the YMCA.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall and online at www.cityofsierramadre.com.

ALTERNATIVES

1. The Sierra Madre City Council may approve of the YMCA Lease Agreement for the Sierra Madre Community Recreation Center.

2. The Sierra Madre City Council may recommend amendments to the YMCA Lease Agreement for the Sierra Madre Community Recreation Center.
3. The Sierra Madre City Council may deny the YMCA Lease Agreement for the Sierra Madre Community Recreation Center.
4. The Sierra Madre City Council may request additional information from staff on the aforementioned items.

STAFF RECOMMENDATION

Staff recommends the City Council recommend approval of the Lease Agreement with the YMCA for the Sierra Madre Community Recreation Center.

Attachment (1):

1. YMCA Lease Agreement for the Sierra Madre Community Recreation Center
2. Exhibit "A"
3. Inventory List

Sierra Madre Community Recreation Center Lease Agreement

This Lease Agreement (this "Agreement") is made effective as of February 1, 2016 by and between the LESSOR and LESSEE described and defined below:

1. BASIC PROVISIONS

- 1.1 LESSOR: City of Sierra Madre ("LESSOR" or "CITY")
- 1.2 LESSEE: YMCA of Metropolitan Los Angeles, Pasadena Family Branch ("LESSEE") a non-profit corporation
- 1.3 LEASE LOCATION: Sierra Madre Community Recreation Center, 611 E. Sierra Madre Blvd. Sierra Madre, California.
- 1.4 LEASED PREMISES: The Parties agree that LESSEE shall have exclusive use of the Sierra Madre Community Recreation Center which includes the Fireside Room, Youth Activity Center (YAC), Office Space, Sierra Madre Room, and the open space within FACILITIES including foyer and patio area. LESSEE will be able to use the facilities 24 hours a day, 7 days a week, unless otherwise reserved for City purposes.
- 1.5 TERM: Commencement Date: February 1, 2016
Termination Date: January 31, 2019
- 1.6 LEASE PAYMENTS: Beginning February 1, 2016, LESSEE shall pay to LESSOR \$2,500 per month as rent for the first twelve months. LESSEE shall pay to LESSOR \$3,000 per month beginning February 1, 2017. LESSEE shall be responsible for payment for all utilities related to FACILITIES.
- 1.7 NOTICE: Notice for all communications pursuant to this agreement shall be given in writing to the respective Parties at the following addresses, e-mails or facsimile:
- LESSOR'S ADDRESS: 232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Email: Ecox@cityofsierramadre.com
Phone: (626) 355-7135
Facsimile: (626) 355-2251
- LESSEE'S ADDRESS: 625 S. New Hampshire
Los Angeles, CA 90005
Email: bethmacaller@ymcala.org
Phone: (213) 351-2201
Facsimile: (213) 251-9720
- 1.8 SCOPE OF SERVICES: Services shall be provided as outlined in the Attached Exhibit "A" "YMCA Conditions to Lease and Operate Sierra Madre Community Recreation Center".

2. LEASE DEFINITION

- 2.1 GRANT OF LEASE: LESSOR hereby grants to LESSEE, an exclusive Lease to utilize the Leased Premises for the purpose described above for the Term of this Agreement. The Lease Area shall be delivered and made available to LESSEE on the Commencement Date. The CITY shall continue to operate its maintenance

through January 31, 2016. Maintenance will be turned over to the LESSEE on February 1, 2016.

- 2.2 CITY UTILIZATION: The LESSEE agrees that the CITY reserves the right to use FACILITIES for any CITY event, for CITY facility rentals, or as needed for emergencies. CITY shall endeavor to provide at least 30 days prior written notice of LESSEE of the dates and time for CITY's use of FACILITIES, unless in case of an emergency with the activation of the CITY's Emergency Operations Center (EOC). In the case of an emergency and the activation of the EOC, the City may enter the building with or without notice to set up operations in conjunction with the EOC. If possible, the City will alert the LESSEE in person, by telephone or email.

3. TERM

The Term of this Agreement is thirty six months. The Agreement will commence on the Commencement Date and expire on the Termination Date, as set forth in paragraph 1.5.

4. EXTENSION OF AGREEMENT

This Agreement may be renewed or extended at CITY's sole discretion for an additional three year term pursuant to the following process:

- 3.1 LESSEE may seek an extension of this Agreement by submitting on or before September 1, 2019 of the year it is otherwise set for termination, a letter of intent requesting extension.
- 3.2 On or before November 1, 2019, the CITY shall respond in writing to LESSEE setting forth its decision.
- 3.3 In the event LESSEE holds over beyond the Term herein provided with the express consent of the City, such holding over shall be from month-to-month with a 10% increase automatically added to each month. Such holding over shall not be construed as a renewal of this Lease.

5. OPERATING RESONSIBILITIES

- 5.1 COMPLIANCE WITH LAWS: During the Term, LESSEE shall comply, at its own cost and expense, with: all applicable laws, ordinances, codes, rules, regulations, orders, and other lawful requirements of the governmental bodies having jurisdiction, which are applicable to, or by reason of, LESSEE's particular use of the FACILITIES.
- 5.2 COMPLIANCE WITH RULES AND REGULATIONS: LESSEE shall conform to and abide by the Public Parks & Recreation Centers Use Policy and all applicable rules and regulations of City.
- 5.3 SIGNS: LESSEE shall not post signs in the FACILITIES or improvements thereon, unless prior written approval therefore is obtained from the City and only in compliance with all local regulations and the Public Parks & Recreation Centers Use Policy.
- 5.4 MAINTENANCE: LESSEE shall keep the FACILITIES free and clear of trash, litter, graffiti, debris or other matter which is unsafe or unsightly.
- 5.4.1 LESSEE shall provide CITY with a monthly maintenance plan for FACILITIES.

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

5.4.3 CITY will continue to provide maintenance for adjacent outdoor landscaping areas, excluding any maintenance on outdoor patio.

5.4.4 LESSEE agrees that any improvement, repair or replacement done within FACILITIES will become property of the CITY and remain with FACILITIES upon termination of the Lease.

5.4.5 CITY will continue to provide maintenance of the "Lift", official name for what is otherwise known as the elevator.

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

5.5 SAFETY: LESSEE shall immediately notify CITY of any unsafe condition of the FACILITY, as well as any unsafe practices occurring thereon, whether under LESSEE's or a sublessee's operation. LESSEE shall cooperate fully with CITY in the investigation of any crime, injury or death occurring on the FACILITIES, including a prompt report thereof to the City Manager or designee.

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

5.7 ADVERTISING AND PROMOTIONAL MATERIALS: LESSEE may distribute or cause to be distributed any advertising, or promotional materials regarding its use of or operation on FACILITIES; copies of all advertising or promotional materials must be provided to the CITY prior to distribution.

6. LEASE PAYMENTS, TAXES AND FEES

LESSEE agrees to pay to LESSOR, without demand, deduction or setoff, the rent as set forth in Paragraph 1.6, in advance, by the fifth calendar day of each month during the Term of this Agreement. LESSEE is also responsible for any taxes, fees, and assessments including permits, profits, sales or use taxes associated with LESSEE's use of the Lease Area.

7. LESSEE RESPONSIBLE FOR UTILITIES

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

8. INSURANCE

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

- 8.1 **LIABILITY INSURANCE:** Commercial General Liability Insurance covering LESSEE's operations, including the use of the FACILITIES by any sub-lessee, as set forth in this Agreement with a combined single limit of \$2,000,000 for bodily injury and property damage. CITY shall be named as an additional insured with a provision providing CITY with not less than ten (10) days prior written notice of policy cancellation. In addition, LESSEE shall provide CITY with an "Additional Insured Endorsement" signed by the company issuing the policy or an authorized representative who has the authority to bind the insurance company.
- 8.2 **WORKER'S COMPENSATION:** Worker's Compensation Insurance covering all employees of LESSEE.

Prior to the Commencement Date, LESSEE shall provide LESSOR with a valid enforceable certificate of insurance confirming the purchase of said insurance which insurance shall include an endorsement naming LESSOR and any other entity LESSOR may designate as an "additional insured".

9. INDEMNITY

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

10. DEFAULT AND REMEDIES

- 10.1 **DEFAULT:** The occurrence of any one or more of the following shall be deemed a "Default" by LESSEE or LESSOR and a material breach of this Agreement:
- (a) **Nonpayment of Rent:** LESSEE's failure to pay within three (3) days of the date when due any Rent or to timely make any other monetary payment (including, but not limited to utilities) imposed under the terms of this Agreement.
 - (b) **Other Obligations:** Either Party's failure to perform any other obligation under this Agreement for 15 days after written notice from the non-defaulting party; however, if more than 15 days are reasonably required for cure, the defaulting Party shall not be in default hereunder if they shall promptly (and in any event within 15 days after receipt of notice except in case of emergency) commence the cure of the default and diligently prosecute the same to completion, so long as cure is substantially completed within 30 days after receipt of LESSOR notice.

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

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

11. NOTICES

All notices, demands, request, payments or other communications made in connection with this Agreement (including any service of process) shall be in writing and delivered, via personal delivery, certified mail, postage prepaid, or nationally recognized overnight courier such as Federal Express, or by e-mail and/or facsimile to the addresses and contact information set forth in Paragraph 1.7. A notice so delivered shall be deemed given on the first date indicated on the receipt of the carrier that delivery has been made or delivered (or was attempted to be made or delivered) to the address of the intended recipient. It is the LESSEE's responsibility to notify LESSOR of any address changes. The foregoing method of service shall be exclusive, and LESSEE waives, to the fullest extent permitted under law, the right to any other method of service required by any statute or law now or hereafter in force.

12. NO WARRANTY ON CONDITION OF FACILITIES

By signing this Agreement, LESSEE shall be deemed to have inspected the Lease Area and accepted the Lease Area "as is" with no representation or warranty by LESSOR as to the condition of the Lease Area or the suitability of the FACILITIES for LESSEE's proposal use. As of the date of signature on this Agreement LESSOR is not aware of nor been informed of any dangerous conditions, defects or attractive nuisances in the Lease Area.

13. WAIVER OF RESPONSIBILITY

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

14. WAIVER OF SUBROGATION

All insurance policies carried by either party shall expressly waive any right on the part of the insurer against the other party for damage to or destruction of the Lease Area or any other property resulting from the acts, omissions or negligence of such other party.

15. CONFIDENTIALITY

To the extent permitted by law, including without limitation the California Public Records Act, LESSOR agrees to maintain the confidentiality of all Proprietary Materials identified

by LESSEE. Except upon LESSEE's prior written consent, during the term of this Agreement and thereafter, LESSOR shall not release, disclose, disseminate, use, copy, exploit or take any such Proprietary Materials for LESSOR's own use or for the use of any other person or entity.

16. NONSOLICITATION

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

17. CASUALTY OR CONDEMNATION

In the event any portion of the Leased Premises is damaged by fire or other casualty, or proceedings are initiated to take all or any portion of the Leased Premises by right of eminent domain, this Agreement shall terminate at the option of LESSOR or LESSEE. All condemnation awards and insurance proceeds shall be the exclusive property of LESSOR.

18. MISCELLANEOUS PROVISIONS

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

CITY: City of Sierra Madre

Elaine I. Aguilar
City Manager

Date: _____

LESSEE: YMCA of Metropolitan Los Angeles, Pasadena Family Branch, a non-profit corporation

Alan Hostrup, CEO/President

Date: _____

EXHIBIT "A"

YMCA Conditions to Lease and Operate the Sierra Madre Community Recreation Center

The YMCA would like to combine the 3 current programs operated at the Sierra Madre recreation center into one agreement to manage the facility and programs.

The YMCA would like to enter into a 3 year contract, with the option to extend the contract at its conclusion, with the City of Sierra Madre to expand the services offered at the Sierra Madre Community Recreation Center to include, but not limited to, membership-based Healthy Lifestyles Classes (Group Exercise), as well as fee-based enrichment classes for the community.

Specific usage includes complete interior of the recreation center, The Sierra Madre Room, YAC, Fireside room, Office Space, and open foyer space. Also included is the gated back area for additional program space for Afterschool, Camp and Fitness programming.

Additionally the YMCA may utilize the park and playground area when it does not interfere with rentals or the community.

The YMCA would pay monthly rent to the city in the amount of \$2500/month for the first 12 months increasing to \$3000/month for remainder of the contract.

The first year discount is needed to help offset the additional cost the YMCA will be absorbing including the loss of the grant monies the City of Sierra Madre has been providing for the teen programs.

Existing Equipment Usage

- The YMCA may utilize equipment as identified in "Inventory List" and will maintain them in their current condition (normal wear and tear is expected). Any damaged or destroyed items will be reported to the City of Sierra Madre and replaced by the YMCA within 30 days, if requested by the City.
- The public art pieces located in the recreation center will remain in place.
- The YMCA will maintain the wired public address (PA) system in the YAC and will return it to the City of Sierra Madre at the end of the lease in the same condition as current..
- The projection TV may be replaced with newer technology and will remain property of the City of Sierra Madre. One TV will be mobile and available for group usage.
- The whiteboard cabinet will remain in place in the classroom for group usage
- The YMCA will return the City Computer and Computer components currently in the YAC.

Program Components

- Contract classes currently being offered inside the recreation center will have the opportunity to run under the YMCA with the instructor becoming a YMCA employee, pending eligibility as per YMCA policy with regards to background, reference checks and at-will employment status.

- All current rentals and reservations will be held as scheduled. Future reservations will continue to be made through the City of Sierra Madre.
 - The YMCA will provide seasonal calendars to the City of Sierra Madre and update the City as to additional usage a minimum of two weeks in advance.
 - The City of Sierra Madre will notify the YMCA of any bookings as they are booked.
 - The YMCA will make accommodations for community groups to utilize the facility for meeting, event preparation and other activities with a 2 week advance notice. If possible to accommodate groups on shorter notice every effort will be made.
- The YMCA will be the sole provider of recreation and enrichment programs inside of the Recreation Center and agrees not to directly compete with programs, classes or leagues that the City of Sierra Madre offers outside of the facility. (Example, the YMCA will not offer a parent child soccer program since the city is currently providing this service)
- The YMCA will continue to offer Adult Softball during the summer.

Utilities and Maintenance

- The YMCA would assume responsibility for the following utilities, provided they are metered separately from the pool facilities.
 - Electric
 - Water
 - Gas
 - Phone, Internet, TV, Video, Music
 - Additional trash service as needed
- The YMCA will provide professional janitorial services a minimum of 3x weekly and be responsible for interior maintenance of the facility including but not limited to:
 - Interior ceilings
 - Interior walls
 - Interior decorations
 - Floor coverings
 - Wall coverings
 - Entry and interior doors
 - Keys and locks – Keys will be immediately provided to the City if any changes are made and a master key must remain in the fire box.
 - Fire extinguishers and fire protection systems

- The YMCA will develop a maintenance plan to ensure the safety of the facility and provide the City of Sierra Madre with a copy of the plan. Inspection sheets will be stored on site and made available to the City of Sierra Madre.
- The YMCA will provide rodent control services to ensure the safety and compliance with local and state regulations.
- The City of Sierra Madre will provide maintenance, repair and annual inspections for the “Lift” in the facility.
- The City of Sierra Madre will continue to provide a dumpster for the facility and park usage.
- The City of Sierra Madre will be responsible for exterior maintenance of facility and park land.
 - The HVAC system is considered exterior maintenance and the City of Sierra Madre will be responsible for its maintenance.
- The YMCA will be permitted to add signage on premises identifying organization in compliance with all local regulations upon approval of Community Services Commission. No City signage may be removed without consent. The YMCA must restore the building to original condition upon termination of contract, reasonable wear and tear is expected.

Insurance

- The YMCA will maintain insurance and name the City of Sierra Madre as additionally insured in the following amounts for the life of the lease
 - Liability \$1,000,000 per occurrence - \$2,000,000 in aggregate
 - Casualty – Standard form policy
 - Workers Compensation & Employers’ Liability – As required by State of California with limits of not less than \$1,000,000 each accident
- Community Groups and other organizations that utilize the facility will be required to name the YMCA as additionally insured and provide a certificate to the YMCA prior to use when appropriate.

Community, City, and Outside Groups

1. The YMCA will allow the City of Sierra Madre to schedule function, meetings, and community service groups during anytime a room or the facility does not have a standing activity.
2. The YMCA will reschedule classes to accommodate City of Sierra Madre and community groups with a minimum of a 2 week notice up to twice a month. Current groups over the last 3 years will be accommodated for their normal activities.
3. The YMCA will not charge community service or city approved groups for use of the facility.

Programming

1. The YMCA has been receiving a grant of \$15,000 per year to help offset the cost of Teen programming. Beginning with the 2015/2016 school year the YMCA understands this grant will

not be renewed due to the YMCA managing the full facility, however the YMCA is committed to providing high quality teen programming for the entire community at an affordable price.

- Current Teen Programming includes the afterschool teen program, Youth and Government, Teen Enrichment classes and the Kersting Court Fridays will continue to be offered. Teen programs may evolve and change based on the interest and needs of the teen population.
- Kersting Court Fridays will be scheduled from 2:30-5:00pm with a calendar of activities provided to the City.

Commitments

1. Manage the Community Recreation Center at 611 E. Sierra Madre Blvd, Sierra Madre, CA, the lease will also include Sierra Madre Room, Office Space, Fireside Room, Youth Activity Center, and adjacent rooms to be utilized for membership based healthy living classes (Group Exercise), as well as fee-based enrichment classes for the community.
2. The YMCA will provide membership and fee-based services for the City of Sierra Madre and surrounding areas.
3. The YMCA will expand programming at the community center and outreach in the community.
4. The YMCA will adjust program offerings to accommodate current meeting and class schedules offered by the City.
5. The YMCA will provide monthly reports to the City outlining the use of the facility.
6. The City of Sierra Madre will promote the partnership and program opportunities with the residents of Sierra Madre.
7. The storage areas in the Sierra Madre Room will remain available as shared space for the City of Sierra Madre. This includes the large storage room for tables and chairs, as well as the smaller closet that holds the stage.
8. The Kitchen will remain available for group/community use.
9. The City will have a "Corporate Membership" with the YMCA which entails the following:
 - a. City employee's receive 10% off YMCA membership
 - b. City employee's do not pay a "joining fee"
 - c. City employee's must use their home branch at least 51% of the time

Inventory List

Lobby

- 2 Round Tables
- 1 Gray Table
- 2 Square Tables
- 1 Rectangle Table
- 4 Lobby Seats
- 1 Information Stand

Fireside Room

- 1 Office Chair
- 3 Folding Chairs
- 1 Red Chair
- 1 Refrigerator
- 1 Filing Cabinet
- 1 Office desk
- 8 Cubbies
- 1 White Table

Youth Activity Center

- 4 Long Tables
- 4 Gray Tables
- 7 Round Tables
- 4 Computer Tables
- 2 Trapezoid Tables
- 1 Table Stand
- 1 Pool Table
- 2 Air Hockey Tables
- 1 Ping Pong Table
- 1 Office Desk
- 29 Blue Chairs
- 7 Computer Chairs
- 2 Office Chairs
- 1 Filing Cabinet
- 1 Piano
- 3 Televisions
- 1 Microwave
- 2 Pots
- 2 Pans
- 1 Skillet
- 1 Blender

Public Art Pieces

2 Ladders

3 Tricycles

1 Hole Digger

1 Small Dolly

1 PA System

1 Receiver

1 Amplifier



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Joe Ortiz, Police Captain 
Steve Heydorff, Fire Chief 

REVIEWED BY: Larry Giannone, Director of Public Safety 

DATE: January 26, 2016

SUBJECT: **General Plan Implementation Program Police and Fire Department**

SUMMARY

On July 14, 2015, City Council certified the Final Environmental Impact Report and adoption of the General Plan Update document. The document includes updates to the Land Use, Resource Management, Hazard Prevention, Community Services Elements, and the associated Implementation Program 2015-2035.

The departments of Planning, Community Services, Public Works and Library have presented their implementation program to the City Council on September 22, 2015.

The Police and Fire Department's implementation program detail sheets are included at the end of the staff report, as attachments "A" and "B"

ANALYSIS

The Police and Fire Department have a number of assignments per the approved General Plan Implementation Program. Staff is returning with suggested dates for the items identified as being completed in 2015 and 2016. Staff is seeking the City Council's review of the proposed more detailed implementation schedule. The majority of the items presented are "on-going" programs currently within the Police and Fire Department.

The following is a summary of the Police Department's Implementation Plan:

Law Enforcement Implementation Program (Police)

IM-1* The City will seek to respond to all calls for service within three minutes of a dispatched call. The City will also increase the number of monthly neighborhood watch meetings throughout the City and will hold bi-annual community Town Hall meetings to educate the community and senior citizens on crime prevention.

IM-2* The City will review all proposed tract maps and multi-family development to assess the impact of increases in population on response time, calls for service and traffic.

IM-3* The City will seek to identify more Neighborhood Watch block captains & Business Watch participants to increase crime prevention awareness and vigilance.

IM-4* The City will partner with other City departments to facilitate their notification and/or response to citizen request for service traditionally outside the normal course and scope of the Police Department.

IM-5* The City will conduct regular quality of service audits with citizens who have interaction with police personnel. The quality of service audits will help identify issues of concern with overall quality of police service, and help determine critical training needs that may be needed to enhance the overall service by police personnel. In addition, ongoing training will be provided to police personnel in community policing and human relations.

IM-6* The City will partner with Community Emergency Response Team (CERT) volunteers to provide regular public safety and disaster preparedness training to citizens during neighborhood watch meetings, town hall meetings, and business watch meetings. In addition, efforts will be made to encourage all citizens and visitors to the City to participate in disaster preparedness programs sponsored by the Fire Department and CERT.

IM-7 The City will provide, with the assistance of the Community Emergency Response Team (CERT), community education programs in emergency response and disaster preparedness for City residents.

IM-8* The City will train all sworn police personnel and all other staff on the implementation of Standardized Emergency Management System (SEMS) plan to address disasters such as earthquakes, flooding, fire, extreme weather, hazardous material spills, and other accidents.

IM-9 The City will develop and maintain an Emergency Operations Plan and Natural Hazard Mitigation Plan, and will update it as needed.

IM-10* The City will partner with the Fire Department, Community Emergency Response Team (CERT) and Emergency Radio Station 1630 AM, and volunteers to coordinate disaster response and dissemination of information during a disaster.

IM-11 The City will review existing ordinances and amend as necessary to incorporate hazard prevention measures for new and existing development.

IM-12* The City will continue to maintain a Code Enforcement Officer to respond to complaints from the public in a timely manner and ensure compliance with City codes and regulations.

IM-13* The City will work with residents and business owners to ensure code compliance in order to avoid the need for legal action. When such efforts have been exhausted, the City will follow Code Enforcement procedures to resolve violations.

IM-14* The City will identify and address Code violations that warrant pro-active, targeted Code enforcement efforts.

** On-going programs already implemented within the Police Department*

The following is a summary of the Fire Department's Implementation Plan:

Fire Safety Implementation Program

IM-1** The City shall continue to provide cost efficient fire and rescue services by maintaining adequate funding and recruiting and retaining qualified personnel.

IM-2 The City shall provide educational opportunities for the public to learn about fire safety by hosting annual preparedness fairs, fire prevention festivals, brush awareness evenings, and conducting annual inspections and prevention programs at local schools.

IM-3 The City shall distribute a semiannual newsletter from the Fire Department through social media websites, addressing Fire Prevention issues directly with the community.

IM-4** The City shall continue to contract dispatch services to Verdugo Dispatch Center and monitor response times through the Verdugo CAD (Computer Aided Dispatch) system.

IM-5** The City shall continue to require adequate fire protection through the adoption of the State Fire Code with local amendments for all developments.

IM-6 The City shall oversee the maintenance of adequate brush clearance in the Wildland/Urban Interface within the High Severity Fire Zone through annual brush inspections.

IM-7** The City shall continue to improve response times for Safety Personnel and their equipment in the Canyon areas.

IM-8** The City shall provide a fully functioning Emergency Operating Center with annual updates for city disasters.

IM-9 The City shall collaborate with the Arcadia Fire Department and Los Angeles County Road Department and Fire Department in the application of fire retardant and brush clearance along roadways.

Community Cultural and Special Events Implementation Program

IM-9** The City will coordinate with the Police and Fire Departments regarding Special Event Permits to ensure public safety during special events.

Flood/Landslide Implementation Program

IM-3** The City shall continue to improve emergency coordination between the City's internal departments, outside agencies, and city residents and business, in order to further emergency preparedness.

Law Enforcement Implementation Program (Fire)

IM-4** The City will partner with other City departments to facilitate their notification and/or response to citizen request for service traditionally outside the normal course and scope of the Police Department.

IM-7 The City will provide, with the assistance of the Community Emergency Response Team (CERT), community education programs in emergency response and disaster preparedness for City residents.

IM-8** The City will train all sworn police personnel and all other staff on the implementation of Standardized Emergency Management System (SEMS) plan to address disasters such as earthquakes, flooding, fire, extreme weather, hazardous material spills, and other accidents.

IM-9 The City will develop and maintain an Emergency Operations Plan and Natural Hazard Mitigation Plan, and will update it as needed.

IM-10** The City will partner with the Fire Department, Community Emergency Response Team (CERT) and Emergency Radio Station 1630 AM volunteers, and to coordinate disaster response and dissemination of information during a disaster.

IM-11 The City will review existing ordinances and amend as necessary to incorporate hazard prevention measures for new and existing development.

IM-12** The City will continue to maintain a Code Enforcement Officer to respond to complaints from the public in a timely manner and ensure compliance with City codes and regulations.

IM-13** The City will work with residents and business owners to ensure code compliance in order to avoid the need for legal action. When such efforts have been exhausted, the City will follow Code Enforcement procedures to resolve violations.

IM-14** The City will identify and address Code violations that warrant pro-active, targeted Code enforcement efforts.

Seismic Safety Implementation Program

IM-6** The City shall continue to maintain and update the multi-hazard emergency preparedness plan for the City, and improve emergency coordination between the City's internal departments, outside agencies, and city residents and businesses.

*** On-going programs already implemented within the Fire Department*

FINANCIAL REVIEW

There is no fiscal impact to the City of Sierra Madre resulting from this informational report. Many of the objectives will result in individual agenda reports to the City Council for action or direction and at that time the financial implications, if any will be included.

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

ALTERNATIVES

The alternatives are:

1. The City Council could approve the proposed detailed implementation dates as outlined in the implementation Program.
2. The City Council could modify the implementation dates.

3. The City Council could request additional information and direct staff to place this item on a future agenda.

STAFF RECOMMENDATION

Staff is seeking City Council direction regarding the prioritization of the implementation measures to be carried out in calendar year 2015-2016.

Attachments (2):

"A" Police Department Implementation Plan Spreadsheet

"B" Fire Department Implementation Plan Spreadsheet.

Table X-1 Law Enforcement Implementation Program

		2015-2020	2020-2025	2025-2030	2030-2035	Annual	On-going
IM-1 The City will seek to respond to all calls for service within three minutes of a dispatched call. The City will also increase the number of monthly neighborhood watch meetings throughout the City and will hold bi-annual community Town Hall meetings to educate the community and senior citizens on crime prevention. Implements Which	Policy(ies) Responsible						✓
	Department(s) Supporting						
	Department(s)						
	Community Services-Senior Center						
IM-2 The City will review all proposed tract maps and multi-family development to assess the impact of increases in population on response time, calls for service and traffic. Implements Which	Policy(ies) Responsible						✓
	Department(s) Supporting						
	Department(s)						
	Planning and Community Preservation						
IM-3 The City will seek to identify more Neighborhood Watch block captains & Business Watch participants to increase crime prevention awareness and vigilance. Implements Which	Policy(ies) Responsible						✓
	Department(s) Supporting						
	Department(s)						
	Community Services-Senior Center						
IM-4 The City will partner with other City departments to facilitate their notification and/or response to citizen request for service traditionally outside the normal course and scope of the Police Department. Implements Which	Policy(ies) Responsible						✓
	Department(s) Supporting						
	Department(s)						
	Community Services, Public Works, Fire Department and Library.						
IM-5 The City will conduct regular quality of service audits with citizens who have interaction with police personnel. The quality of service audits will help identify issues of concern with overall quality of police service, and help determine critical training needs that may be needed to enhance the overall service by police personnel. In addition, ongoing training will be provided to police personnel in community policing and human relations. Implements Which	Policy(ies) Responsible						✓
	Department(s) Supporting						
	Department(s)						
	Police Department						

Table 5-1 Law Enforcement Implementation Program		SEPTEMBER 2015 STATUS UPDATE					
		2015-2020	2020-2025	2025-2030	2030-2035	Annual	On-going
IM-6: The City will partner with Community Emergency Response Team (CERT) volunteers to provide regular public safety and disaster preparedness training to citizens during neighborhood watch meetings, town hall meetings, and business watch meetings. In addition, efforts will be made to encourage all citizen and visitors to the City to participate in disaster preparedness programs sponsored by the Fire Department and CERT.	Implements Which						
	Policy(ies)	C4.1					
	Responsible Department(s)	Police Department, Fire Department					
IM-7: The City will provide, with the assistance of the Community Emergency Response Team (CERT), community education programs in emergency response and disaster preparedness for City residents.	Supporting Department(s)	Community Services-Senior Center					
	Implements Which						
	Policy(ies)	C4.1					
	Responsible Department(s)	Police Department, Fire Department					
	Supporting Department(s)	Community Services-Senior Center					
	Implements Which						

Table 5-1 Law Enforcement Implementation Program

SEPTEMBER 2015 STATUS UPDATE

	2015-2020	2020-2025	2025-2030	2030-2035	Annual	On-going
<p>IM-8 The City will train all sworn police personnel and all other staff on the implementation of Standardized Emergency Mangement System (SEMS) plan to address disasters such as earthquakes, flooding, fire, extreme weather, hazardous material spills, and other accidents.</p> <p>Implements Which Policy(ies) C4.2 Responsible Department(s) Police Department, Fire Department Supporting Department(s) Planning and Community Preservation</p>					✓	
<p>IM-9 The City will develop and maintain an Emergency Operations Plan and Natural Hazard Mitigation Plan, and will update it as needed.</p> <p>Implements Which Policy(ies) C4.2 Responsible Department(s) Police Department, Fire Department Supporting Department(s) Planning and Community Preservation</p>	✓					<p>January 1, 2017-Based on available resources, members of the police, fire, planning and community preservation departments will continue to work closely together to update and implement a specific action plan. This plan will be aligned with regional resources, (Area D), to establish goals and objectives to reduce or eliminate risk to people and property from a range of emergencies including natural or technological hazards.</p>
<p>IM-10 The City will partner with the Fire Department, Community Emergency Response Team (CERT) and Emergency Radio Station 1630 AM volunteers to coordinate disaster response and dissemination of information during a disaster.</p> <p>Implements Which Policy(ies) C4.4, C4.5 Responsible Department(s) Police Department, Fire Department Supporting Department(s) Planning and Community Preservation</p>					✓	
<p>IM-11 City will review existing ordinances and amend as necessary to incorporate hazard prevention measures for new and existing development.</p> <p>Implements Which Policy(ies) C4.3 Responsible Department(s) Planning and Community Preservation Supporting Department(s) Police Department, Fire Department</p>	✓					<p>January 1, 2017-Based on available resources, members of the police, fire, planning and community preservation departments will continue to work closely together to update and continue to work closely together and routinely review its existing ordinances and policies incorporating hazard prevention measures. As the ordinances are reviewed and updated, regulations will take into consideration new and existing development in the city.</p>
<p>IM-12 The City will continue to maintain a Code Enforcement Officer to respond to complaints from the public in a timely manner and ensure compliance with City codes and regulations.</p> <p>Implements Which Policy(ies) C5.1, C5.4 Responsible Department(s) Planning and Community Preservation Supporting Department(s) Police Department, Fire Department</p>					✓	
<p>IM-13 The City will work with residents and business owners to ensure code compliance in order to avoid the need for legal action. When such efforts have been exhausted, the City will follow Code Enforcement procedures to resolve violations.</p>						

<p>Table S-1 Law Enforcement Implementation Program</p>		SEPTEMBER 2015 STATUS UPDATE					
		2015-2020	2020-2025	2025-2030	2030-2035	Annual	On-going
Implements Which Policy(ies)	C5.2, C5.3						
Responsible Department(s)	Planning and Community Preservation						
Supporting Department(s)	Police Department, Fire Department, Administrative Services						

<p>Table 5-4 Law Enforcement Implementation Program</p> <p>IM-14 The City will identify and address Code violations that warrant pro-active, targeted Code enforcement efforts.</p>		SEPTEMBER 2015 STATUS UPDATE					
		2015-2020	2020-2025	2025-2030	2030-2035	Annual	On-going
Implements Which Policy(ies)	C5.5						
Responsible Department(s)	Planning and Community Preservation						✓
Supporting Department(s)	Police Department, Fire Department, Administrative Services						

Table 5-1 Fire Safety Implementation Program		2015-2020	Annual	On-going	September 2015 Status Update
<p>IM-1 The City shall continue to provide cost efficient fire and rescue services by maintaining adequate funding and recruiting and retaining qualified personnel.</p>					
Implements Which					
Policy(ies)	Hz1.1, Hz1.3, Hz3.1, Hz4.4			✓	May 2015: Recruited ten (10) Volunteer Firefighters, one (1) Part Time Engineer to open positions on Department; August 2015: Promoted one (1) Volunteer Firefighter from Acting Engineer to Volunteer Engineer; September 2015: Recruited five (5) Volunteer Firefighters - four (4) week Academy will begin end of September. Interviews conducted for position of Part Time Engineer.
Responsible Department(s)	Fire Department				
Supporting Department(s)					
<p>IM-2 The City shall provide educational opportunities for the public to learn about fire safety by hosting annual preparedness fairs, fire prevention festivals, brush awareness evenings, and conducting annual inspections and prevention programs at local schools.</p>					
Implements Which					
Policy(ies)	Hz1.2, Hz1.4, Hz5.2		✓		August 2015: The Fire Department participated in the Sierra Madre Police Department's Annual Night Out educational event. October 2015: The annual Fire Prevention Festival is scheduled for Saturday, October 10th.
Responsible Department(s)	Fire Department				
Supporting Department(s)					
<p>IM-3 The City shall distribute a semi annual newsletter from the Fire Department through social media websites, addressing Fire Prevention issues directly with the community.</p>					
Implements Which					
Policy(ies)	Hz1.2, Hz1.4		✓		The Fire Department continues to release a monthly Newsletter; Updates regarding Fire Department activities are posted to Facebook and Instagram.
Responsible Department(s)	Fire Department				
Supporting Department(s)					

Table 5-1 Fire Safety Implementation Program		2016-2020	Annual	On-going	September 2015 Status Update
<p>IM-4 The City shall continue to contract dispatch services to Verdugo Dispatch Center and monitor response times through the Verdugo CAD (Computer Aided Dispatch) system.</p>					
Implements Which					
Policy(ies)	Hz1.3, Hz4.3, Hz4.6			✓	In agreement with LA County Fire, RA41 is no longer responding to calls in the area of Chantry Flats. This should result in a reduction of average times for paramedic response.
Responsible Department(s)	Fire Department				
Supporting Department(s)	Police Department				
<p>IM-5 The City shall continue to require adequate fire protection through the adoption of the State Fire Code with local amendments for all developments.</p>					
Implements Which					
Policy(ies)	Hz2.1, Hz2.2, Hz2.3, Hz2.4, Hz2.5, Hz2.6, Hz2.7, Hz2.8, Hz2.9, Hz3.2			✓	August - September 2015: Apartment Inspections are currently in progress. The Fire Marshall continues to oversee and approve plan checks for Sprinkler Installations for all new and renovated construction.
Responsible Department(s)	Fire Department				
Supporting Department(s)	Development Services				
<p>IM-6 The City shall oversee the maintenance of adequate brush clearance in the Wildland/Urban Interface within the High Severity Fire Zone through annual brush inspections.</p>					
Implements Which					
Policy(ies)	Hz2.7, Hz2.8, Hz2.9, Hz2.10, Hz3.2, Hz5.3, Hz5.4		✓		May 2015: Brush Inspections conducted on homes bordering WUI; June 2015: Reinspections on WUI homes completed.
Responsible Department(s)	Fire Department				
Supporting Department(s)	Public Works, Development Services				

Table 5-1 Fire Safety Implementation Program		2015-2020	Annual	On-going	September 2015 Status Update
IM-7	The City shall continue to improve response times for Safety Personnel and their equipment in the Canyon areas.				
Implements Which Policy(ies)	Hz1.2, Hz1.4, Hz2.3, Hz2.4, Hz2.5, Hz2.7, Hz2.9, Hz2.10, Hz3.2, Hz5.1			✓	The Fire Department will continue to report road obstructions to Public Works.
Responsible Department(s)	Fire Department				
Supporting Department(s)	Public Works, Police Department				
IM-8	The City shall provide a fully functioning Emergency Operating Center with annual updates for city disasters.				
Implements Which Policy(ies)	Hz1.3, Hz4.1, Hz4.2, Hz4.3, Hz4.4, Hz4.5			✓	The Fire Department will continue to participate in City wide and Departmental disaster training exercises. The Fire Department will continue to collaborate with Sierra Madre CERT for disaster management.
Responsible Department(s)	Fire Department				
Supporting Department(s)	Police Department				
IM-9	The City shall collaborate with the Arcadia Fire Department and Los Angeles County Road Department and Fire Department in the application of fire retardant and brush clearance along road ways.				
Implements Which Policy(ies)	Hz2.7, Hz2.8, Hz3.2, Hz5.1		✓		May 2015: Annual application of Phos-Chek (Fire Retardant) to WUI in Sierra Madre & Pasadena completed.
Responsible Department(s)	Fire Department				
Supporting Department(s)	Police Department				

Table 5-1 Community Cultural and Special Events Implementation Program		2015-2020	Annual	On-going	September 2015 Status Update
IM-9	The City will coordinate with the Police and Fire Departments regarding Special Event Permits to ensure public safety during special events.				
Implements Which Policy(ies)	C25.1			X	The Fire Department will continue to review all permit applications for use of the Bailey Canyon Fire Ring, as well as special events permits/film permits that require use of open flames or explosive materials.
Responsible Department(s)	Community Services				

Table 5-1 Fire Safety Implementation Program		2015-2020	Annual	On-going	September 2015 Status Update
Supporting Department(s)	Police Department, Fire Department				materials.
<p>Table 5-1 Flood/Landslide Implementation Program</p> <p>IM-3 The City shall continue to improve emergency coordination between the City's internal departments, outside agencies, and city residents and business in order to further emergency preparedness.</p>					
Implements Which Policy(ies)	Hx7.1, Hx7.2, Hx9.1		Annual	On-going	September 2015 Status Update
Responsible Department(s)	Police, Fire, Public Works			X	The Fire Department will continue to participate in City Wide and interdepartmental training exercises for disaster preparedness.
Supporting Department(s)	Administration, Finance, Community Services/Human Resources				
<p>Table 5-1 Law Enforcement Implementation Program</p> <p>IM-4 The City will partner with other City departments to facilitate their notification and/or response to citizen request for service traditionally outside the normal course and scope of the Police Department.</p>					
Implements Which Policy(ies)	C3.3		Annual	On-going	September 2015 Status Update
Responsible Department(s)	Police Department			V	
Supporting Department(s)	Planning and Community Preservation, Community Services, Public Works, Fire Department and Library.				
<p>IM-7: The City will provide, with the assistance of the Community Emergency Response Team (CERT), community education programs in emergency response and disaster preparedness for City residents.</p>					
Implements Which Policy(ies)	C4.1				
Responsible Department(s)	Police Department, Fire Department		V		The Fire Department will continue to collaborate with CERT to provide CPR and Disaster preparedness training.
Supporting Department(s)	Community Services-Senior Center				

Table 5-1 Fire Safety Implementation Program		2015-2020	Annual	On-going	September 2015 Status Update
IM-8 The City will train all sworn police personnel and all other staff on the implementation of Standardized Emergency Management System (SEMS) plan to address disasters such as earthquakes, flooding, fire, extreme weather, hazardous material spills, and other accidents.					
Implements Which Policy(ies)	C4.2				
Responsible Department(s)	Police Department, Fire Department				
Supporting Department(s)	Planning and Community Preservation				
IM-9 The City will develop and maintain an Emergency Operations Plan and Natural Hazard Mitigation Plan, and will update it as needed.					
Implements Which Policy(ies)	C4.2	✓			
Responsible Department(s)	Police Department, Fire Department				
Supporting Department(s)	Planning and Community Preservation				
IM-10 The City will partner with the Fire Department, Community Emergency Response Team (CERT) and Emergency Radio Station 1630 AM volunteers to coordinate disaster response and dissemination of information during a disaster.					
Implements Which Policy(ies)	C4.4, C4.5				
Responsible Department(s)	Police Department, Fire Department				
Supporting Department(s)	Planning and Community Preservation				
IM-11 City will review existing ordinances and amend as necessary to incorporate hazard prevention measures for new and existing development.					
Implements Which Policy(ies)	C4.3				
Responsible Department(s)	Planning and Community Preservation				
January 2015: Daily testing began for the Emergency Horn to alert residents to tune into 1630 AM in the event of an emergency. June 2015: Emergency Horn testing reduced to one weekly test at 5:00 pm every Friday.					
The Fire Department will incorporate relevant hazard prevention measures into yearly building and brush inspections.					

Table 5-1 Fire Safety Implementation Program		2015-2020	Annual	On-going	September 2015 Status Update
Supporting Department(s)	Police Department, Fire Department				
IM-12	The City will continue to maintain a Code Enforcement Officer to respond to complaints from the public in a timely manner and ensure compliance with City codes and regulations.				
Implements Which					
Policy(ies)	C5.1, C5.4			√	
Responsible Department(s)	Planning and Community Preservation				
Supporting Department(s)	Police Department, Fire Department				
IM-13	The City will work with residents and business owners to ensure code compliance in order to avoid the need for legal action. When such efforts have been exhausted, the City will follow Code Enforcement procedures to resolve violations.				
Implements Which					
Policy(ies)	C5.2, C5.3			√	
Responsible Department(s)	Planning and Community Preservation				
Supporting Department(s)	Police Department, Fire Department, Administrative Services				
IM-14	The City will identify and address Code violations that warrant pro-active, targeted Code enforcement efforts.				
Implements Which					
Policy(ies)	C5.5			√	
Responsible Department(s)	Planning and Community Preservation				
Supporting Department(s)	Police Department, Fire Department, Administrative Services				

Table 5-1 Seismic Safety Implementation Program		2015-2020	Annual	On-going	September 2015 Status Update
IM-6	The City shall continue to maintain and update the multi-hazard emergency preparedness plan for the City, and improve emergency coordination between the City's internal departments, outside agencies, and city residents and business.				

Table 5-1 Fire Safety Implementation Program		2015-2020	Annual	On-going	September 2015 Status Update
Implementments Which Policy(ies) Responsible	Hz12.1, Hz12.2, Hz12.3, Hz12.4, Hz12.5, Hz12.6			X	
Department(s) Supporting	Police, Fire, Public Works, Planning & Community Preservation				
Department(s)	Administration, Finance, Community Services/Human Resources				