

CITY COUNCIL

MEETING AGENDA PACKET

Tuesday, June 24, 2025
5:30 pm



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

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

**AGENDA
REGULAR MEETING
SIERRA MADRE CITY COUNCIL**

**Tuesday, June 24, 2025
5:30 pm**

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



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

Sue Spears, City Treasurer

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

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

CODE OF CONDUCT

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

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

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

PLEDGE OF ALLEGIANCE AND INSPIRATION

Council Member Garcia

APPROVAL OF MEETING AGENDA

Vote of the City Council to proceed with City business.

REPORT OUT FROM CLOSED SESSION

No Closed Sessions were scheduled after the City Council last adjourned on June 10, 2025.

APPROVAL OF MEETING MINUTES

Approval of June 10, 2025 City Council meeting minutes.

APPROVAL FOR READING RESOLUTIONS AND ORDINANCES

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

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Members' activities related to City business.

PUBLIC PARTICIPATION CODE OF CONDUCT

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PUBLIC COMMENT

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Providing Public Comment For Items on the Meeting Agenda

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Provide Public Comment for Topics not on the Meeting Agenda

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

Providing Public Comment

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

PRESENTATIONS

- 1. RECOGNITION OF SERVICE FOR OUTGOING CITY MANAGER JOSE REYNOSO**
- 2. PRESENTATION FROM THE CLEAN POWER ALLIANCE ON SERVICES**

ACTION ITEMS

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

CONSENT

- a) CONSIDERATION OF RESOLUTION 25-42 APPROVING CERTAIN DEMANDS**
It is recommended that the City Council approve Resolution 25-42 approving payment of City Warrants in the aggregate amount of \$387,211.19, Sierra Madre Library Warrants in the aggregate amount of \$1,038,368.81, and Payroll Transfer in the aggregate amount of \$774,315.82, for the Fiscal Year ending June 30, 2025
- b) FISCAL YEAR 2025-2026 BLANKET PURCHASE ORDERS OVER \$45,000**
It is recommended that the City Council approve the issuance of Blanket Purchase Orders in accordance with Sierra Madre Municipal Code Section 3.08 (Purchasing Procedures).

PUBLIC HEARINGS

- 1. CONTINUED PUBLIC HEARING FOR THE UPDATE ON VACANCIES IN COMPLIANCE WITH STATE ASSEMBLY BILL 2561 – LOCAL PUBLIC EMPLOYEES; VACANT POSITIONS**
It is recommended that the City Council receive and file this annual report on recruitment and vacancy rates, in compliance with State Assembly Bill 2561.

DISCUSSION

- 1. CONSIDERATION OF RE-APPOINTMENT OF COMMISSIONERS; AND CONSIDERATION OF APPOINTMENTS TO FILL VACANCIES ON SENIOR COMMUNITY COMMISSION**
It is recommended that the Mayor re-appoint Commissioner Yoo to the Planning Commission and Trustees Adde and Palmer to the Library Board of Trustees for a second four-year term. It is also recommended that the City Council direct staff to solicit additional applications for the upcoming vacancies on the Senior Community Commission.
- 2. FACILITATING RECOVERY AFTER THE EATON FIRE: DISCRETIONARY DEMOLITION PERMIT**
It is recommended that the City Council provide staff with direction.

AVAILABILITY OF AGENDA MATERIALS

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LIVE BROADCASTS

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MEETING ASSISTANCE

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

ADJOURNMENT

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

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

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

Sue Spears, City Treasurer

**Tuesday, June 10, 2025
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**City of Sierra Madre
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CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

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

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

Absent: None.

Also Present: Aleks Giragosian, City Attorney
Jose Reynoso, City Manager
Miguel Hernandez, Assistant City Manager
Laura Aguilar, Deputy City Manager/City Clerk
Clare Lin, Director of Planning and Community Preservation
Anthony Rainey, Director of Finance
Arnulfo Yanez, Director of Public Works
Brent Bartlett, Fire Chief
Ted Walters, Firefighter Engineer
Gustavo Barrientos, Chief of Police
Mitch Thomas, Reserve Police Officer
Ken Berry, Police Officer
Leila Regan, City Librarian
James Carlson, Senior Analyst
Eduardo Castaneda, Human Resources Technician
Eric Lozick, Management Analyst

PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Pro Tem Lowe led the audience in the Pledge of Allegiance and provided an inspirational message.

APPROVAL OF MEETING AGENDA

Vote of the City Council to proceed with City business.

Council Member Garcia made a motion to approve the agenda as presented - amended.

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

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

COUNCIL REPORT OUT FROM CLOSED SESSION

City Attorney Giragosian reported out on the Closed Session held on May 8, 2025 to discuss:

PUBLIC EMPLOYEE APPOINTMENT
Government Code Section 54957

Title: City Manager

City Attorney Giragosian advised that the Council met and no reportable action was taken.

APPROVAL FOR READING RESOLUTIONS AND ORDINANCES

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

Mayor Parkhurst asked for a motion.

Mayor Pro Tem Lowe made a motion to read all ordinances and resolutions by title only and waive the reading in full.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

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

APPROVAL OF MEETING MINUTES

Approval of May 27, 2025, Regular City Council meeting minutes.

Mayor Parkhurst asked for suggestions to amend the minutes and asked City Clerk Aguilar if any edits had been submitted by the City Council.

City Clerk Aguilar advised that she had not received any e-mails from any Council Members requesting edits.

Council Member Goss made a motion to approve the May 27, 2025 City Council meeting minutes as presented.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

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

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Members' activities related to City business.

Council Member Kriebs:

Attended the June 5th Planning Commission meeting and provided an update on the development project on Baldwin Avenue.

Council Member Goss:

Expressed his appreciation to Council Member Kriebs and Mayor Parkhurst for attending meetings on his behalf so that he could present at the graduation ceremony for the college where he teaches.

Council Member Garcia:

Attended the June 4 meeting of the Sierra Madre Chamber of Commerce.

Attended the June 5th meeting of the Senior Community Commission and announced two upcoming vacancies.

Attended the June 7th Community Yard Sale.

Mayor Pro Tem Lowe:

Attended the May 16 Round Table discussion with Senator Perez

Attended the last CERT training class on May 17, with a small reception afterwards.

Attended the May 21 board meeting of Foothill Development Workforce.

Attended a grant writing workshop on May 29.

Attended the Community Yard Sale and Symposium on Aging on June 7th at Memorial Park. Also on June 7th, she attended the British Homes June Faire.

Mayor Parkhurst:

Reported that he attended the June 5th meeting of the Clean Power Alliance and announced new rates, effective July 1, 2025

Attended the June 5th Planning Commission meeting.

Attended the Community Yard Sale and Symposium on Aging on June 7th at Memorial Park. Also on June 7th, she attended the British Homes June Faire.

At the conclusion of Council's reports, Mayor Parkhurst opened the meeting for public comment on items not on the agenda.

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speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.

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

City Clerk Aguilar noted that no e-mails had been received prior to the Council meeting:

Robert Gutierrez, 373 W. Sierra Madre Blvd. expressed concerns about noise, drug odors, and occasional altercations at the 24-hour laundromat. Proposed that Council change the zone to instead allow the business to operate from 6:00 am to 11:00 pm only.

Hanna Jungbauer announced the June 20 summer art walk, with participation from 36 local businesses.

Fire Chief Bartlett, provided an update on the status of the Sierra Madre Fire Safe Council

Seeing no one else come forward, Mayor Parkhurst closed public comment and moved on to Presentations.

PRESENTATIONS

1. **PROCLAMATION IN RECOGNITION OF ARMENIAN GENOCIDE MONTH**
presented to ANCA Chair Danny Donabedian in recognition of the 110 anniversary of the Armenian Genocide
2. **PROCLAMATION AWARDED TO SIERRA MADRE POLICE RESERVE OFFICER MITCH THOMAS FOR HIS RETIREMENT AFTER 40 YEARS OF SERVICE**
3. **PROCLAMATION AWARDED TO SIERRA MADRE POLICE OFFICER KEN BERRY FOR HIS RETIREMENT**
4. **PROCLAMATION AWARDED TO SIERRA MADRE FIREFIGHTER TED WALTERS FOR HIS RETIREMENT**

ACTION ITEMS

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

CONSENT

Deputy City Manager Aguilar presented these reports

- a) **CONSIDERATION OF RESOLUTION 25-37 APPROVING CERTAIN DEMANDS**
It is recommended that the City Council approve Resolution 25-37 approving payment of City Warrants in the aggregate amount of \$1,636,993.39, Sierra Madre Library Warrants in the aggregate amount of \$15,947.48, and Payroll Transfer in the aggregate amount of \$543,077.05, for the Fiscal Year ending June 30, 2025
- b) **CONSIDERATION OF THE SECOND READING OF ORDINANCE 1483 ADOPTING THE FIRE HAZARD SEVERITY ZONE (FHSZ) MAP AS DESIGNATED BY THE CALIFORNIA STATE FIRE MARSHAL**

It is recommended that the City Council adopt by second reading Ordinance 1483 to update Fire Hazard Severity Zone (FHSZ) map for the City's Local Responsibility Area, as designated by the California Department of Forestry and Fire Protection (CAL FIRE), through the Office of the State Fire Marshal.

c) CONSIDERATION OF THE SECOND READING OF ORDINANCE 1481 AMENDING CHAPTER 3.40 (CLAIMS AND CLAIMS PROCEDURES) OF TITLE 3 (REVENUE AND FINANCE) OF THE SIERRA MADRE MUNICIPAL CODE TO AUTHORIZE THE CITY MANAGER TO ALLOW, COMPROMISE, OR SETTLE CLAIMS UP TO \$50,000

It is recommended that the City Council conduct a second reading of and adopt Ordinance 1481 amending Chapter 3.40 (Claims and Claims Procedures) of Title 3 (Revenue and Finance) of the Sierra Madre Municipal Code to authorize the City Manager to allow, compromise, or settle claims up to \$50,000.

d) CONSIDERATION OF A PUBLIC IMPROVEMENT AGREEMENT TO PERFORM OFFSITE IMPROVEMENTS ON CARTER AVENUE AS PART OF THE MEADOWS AT BAILEY CANYON PROJECT

It is recommended that the City Council consider approval of a Public Improvement Agreement to perform offsite improvements on Carter Avenue as part of The Meadows at Bailey Canyon project.

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

The City Clerk's Office received ten e-mails regarding Consent Item D: Public Improvement Agreement to perform offsite improvements on Carter Avenue as part of the Meadows at Bailey Canyon Project.

E-mails were received from:

1. Kraig Pakulski, 400 Fairview Ave.
2. Jenny Chu, Department of Public Works for Los Angeles County
3. Elynor Chiu, Carter Ave.
4. Glenn Hickman
5. Amy Wasson
6. Kristy Cepielik
7. Carole Tremblay
8. Patricia Berger
9. Elynor Chiu
10. Mutia Hull

Speaker cards were submitted from:

1. Carolyn Brooks, 271 Grove St: expressed concerns with parking at Grove Street and Carter Avenue
2. Wendy Thermos, 420 Grove St.: stated that Grove is a very narrow street and unable to handle additional traffic. Stressed that Grove is not designed to be a "collector" street and should be blocked to through traffic with bump-out curbs; or relocate the Bailey Canyon Park entrance to the west side on Oak Crest where there are no houses.
3. Deb Sheridan, Valle Vista: asked about what the traffic pattern and asked about the plans for Grove Street with hikers parking on the narrow street. Asked Council to conduct soil sample testing before moving forward with the project.

4. Mary Jane Pakulski, 400 Fairview Avenue: shared that her home was damaged from the Eaton Fire and that she has concerns about increased traffic on Grove St.
5. Sherry Wheelock, 436 Grove St.: expressed her concerns with traffic at the top of North Grove after Carter is widened. Suggested that curb extenders be installed on the east side of Grove and Carter to prevent drivers from entering Grove. Ms. Wheelock provided a photo as an example.
6. Heather Allen, Grove St.: expressed frustration with the City's disregard to the resident's needs.
7. Bob Spears: expressed concerns with the widening of Carter Ave.

Seeing no one else come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Mayor Parkhurst asked for a motion.

Council Member Goss made a motion to approve A, B, C, and D as presented.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

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

PUBLIC HEARINGS

1. **PUBLIC HEARING AND RESOLUTION 25-38, CONFIRMING THE ASSESSMENT AND ORDERING THE LEVY FOR FISCAL YEAR 2025-2026 FOR THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT**

It is recommended that the City Council open the public hearing, receive testimony, and adopt Resolution 25-38, confirming the assessment of the downtown landscaping and lighting maintenance assessment district and ordering the levy for Fiscal Year 2025- 2026

This report was presented by Director Yanez.

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

Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council Member Garcia made a motion to approve Resolution 25-38.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

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

**2. UPDATE ON VACANCIES IN COMPLIANCE WITH ASSEMBLY BILL 2561
– LOCAL PUBLIC EMPLOYEES; VACANT POSITIONS**

It is recommended that the City Council receive and file this annual report on recruitment and vacancy rates in compliance with Assembly Bill 2561.

This report was presented by HR Technician Eduardo Castaneda.

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

Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council Member Garcia made a motion to continue the Public Hearing to June 24, 2025 to allow the unions to prepare statements.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

The motion to continue the Public Hearing was approved by a unanimous voice vote by all Members present.

3. PUBLIC HEARING FOR THE APPROVAL OF THE FISCAL YEAR 2025-2026 ANNUAL BUDGET TO CONSIDER RESOLUTION 25-39, ADOPTING THE FISCAL YEAR 2025-2026 BUDGET; RESOLUTION 25-40, APPROVING THE GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026; AND RESOLUTION 25- 41, APPROVING THE FISCAL YEAR 2025-2026 FEE SCHEDULE

It is recommended that the City Council consider the approval of Resolution 25-39, adopting the Fiscal Year 2025-2026 Budget and appropriate the amounts budgeted; Resolution 25-40, approving the GANN Appropriation Limits for 2025-2026; and Resolution 25-41, approving the 2025-2026 Fee Schedule.

This report was presented by Director Rainey with contributions from Budget Manager Satnam Rait.

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

Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Mayor Pro Tem Lowe made a motion to approve Resolutions 25-39, 25-40, and 25-41, respectively.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

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

DISCUSSION

1. CONSIDERATION OF CITY MANAGER EMPLOYMENT AGREEMENT

It is recommended that the City Council consider an employment agreement with Michael Bruckner to assume the City Manager position.

This report was presented by City Attorney Giragosian.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. The City Clerk's Office received one e-mail on this item from Samuel Pederson.

Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council Member Kriebs made a motion to approve the employment agreement.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

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

2. CONSIDERATION OF COUNCIL NOMINATIONS TO SERVE ON THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENT (SGVCOG) 2028 OLYMPIC & PAPALYMPIC GAMES AD HOC COMMITTEE

It is recommended that the City Council consider nominating one Council Member and one alternate to serve on the San Gabriel Valley Council of Governments (SGVCOG) 2028 Olympic & Paralympic Games Ad Hoc Committee; and direct staff to submit the nominations to SGVCOG.

This report was presented by City Manager Reynoso.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. The City Clerk's Office received one e-mail on this item from Rachelle Arizmendi.

Seeing no one come forward to speak on the topic, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council Member Goss made a motion to appoint Council Member Kriebs as the primary City representative, and former Mayor Rachelle Arizmendi as the alternate.

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

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

FUTURE ITEMS

Mayor Parkhurst asked if the Council had any suggestions for future agenda items.

- Mayor Parkhurst asked to agendize a discussion for forming a City committee for opportunities related to the upcoming sports events (FIFA, Olympics, Paralympics, Superbowl)
- Council Member Goss asked to agendize options for relieving traffic congestion on Grove Street.
- Mayor Pro Tem Lowe asked to agendize a discussion to identify methods to survey the community for priorities.

Hearing no other requests from Council, Mayor Parkhurst asked for a motion to adjourn the meeting.

Council Member Goss made a motion to adjourn the meeting.

Council Member Kriebs seconded the motion to adjourn.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: None.
Abstain: None.

The motion to adjourn the meeting to the next Regular meeting on June 24, 2025 at this same location was approved by all Members at 9:11 pm

Minutes taken and typed by:

Laura M. Aguilar
City Clerk

Approved by Council Action:

Robert Parkhurst
Mayor

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ADJOURNMENT

The City Council will adjourn to a meeting to take place on June 24, 2025 at this same place.

RESOLUTION NUMBER 25-42

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$387,211.19; Sierra Madre Library Warrants in the aggregate amount of \$1,038,368.81; and Payroll Transfer in the aggregate amount of \$774,315.82 for the fiscal year ending June 30, 2025

APPROVED AND ADOPTED this 24th day of June 2025.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 25-42 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 24th day of June 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of June 24, 2025**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

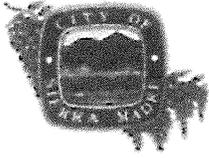
City of Sierra Madre Warrants	\$387,211.19
Sierra Madre Library Warrants.....	\$1,038,368.81
Payroll Transfer.....	\$774,315.82

Warrant Register Post Date 6/24/25**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY24/25	General Warrants	\$338,564.02	1-4
FY24/25	General Manual Warrant	\$29,990.94	5-6
FY24/25	General Utility Bills	\$18,656.23	7
	Total	\$387,211.19	

FY24/25	Library Warrant	\$1,037,110.25	8-9
FY24/25	Library Manual Warrant	\$1,258.56	10
	Total	\$1,038,368.81	

Pay Date:			
6/5/2025	Payroll #12	\$774,315.82	
	From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.		
	Total	\$774,315.82	



Packet: APPKT08087 - GEN 6/24/25
Vendor Set: 01 - Vendor Set 01

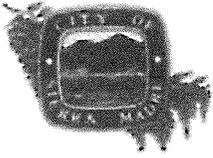
Check Date: 06/17/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN03814</u>	AIR SOURCE INDUSTRIES				91.65
APBWEST	Check	<u>00953061</u>	OXYGEN	10000.64000.53300	91.65
<u>VEN04080</u>	ALTAF L ALI MD INC				250.00
APBWEST	Check	<u>AA11245</u>	PRE-EMPLOYMENT TEST	60007.70101.52106	250.00
<u>VEN03454</u>	AMAZON CAPITAL SERVICES				3,456.69
APBWEST	Check	<u>167J-3Q71-3QQQ</u>	MISC SUPPLIES 5/12/25 - 5/25/25	10000.61000.53100	367.36
		<u>1CWVH-D9KP-G9GF</u>	MISC SUPPLIES 5/26/25 - 6/8/25	10000.50000.53100	252.44
		<u>1FQG-TXMH-X44L</u>	MISC SUPPLIES 4/14/25 - 4/27/25	10000.70000.53999	48.26
				37003.76000.52999	212.13
		<u>1GTV-PQFV-WVNP</u>	MISC SUPPLIES 4/14/25 - 4/27/25	10000.70000.53999	1,319.31
		<u>1HQ9-6DDY-GFCC</u>	MISC SUPPLIES 5/26/25 - 6/8/25	71000.81100.53100	100.54
		<u>1NPW-R1V1-DNR6</u>	MISC SUPPLIES 5/26/25 - 6/8/25	71000.81100.53100	924.60
		<u>1TLP-LGTR-31TV</u>	MISC SUPPLIES CREDIT	10000.61000.53300	-154.69
		<u>1X3T-TTLF-FJK7</u>	MISC SUPPLIES 5/26/25 - 6/8/25	60007.70100.53999	386.74
					903.80
<u>VEN03981</u>	ANGEL'S AUTO REPAIR INC				903.80
APBWEST	Check	<u>037587</u>	VEHICLE MAINT	60000.83100.53208	903.80
<u>VEN04026</u>	ARCADIA TIRES				60.00
APBWEST	Check	<u>INV041109</u>	VEHICLE MAINT/#5103	60000.83100.53208	60.00
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE - Fire				19.87
APBWEST	Check	<u>115937</u>	MISC. SUPPLIES	10000.61000.53204	8.83
		<u>115998</u>	MISC. SUPPLIES	10000.61000.53204	11.04
					452.33
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE - PW				17.64
APBWEST	Check	<u>115880</u>	FY 24/25 STREET DEPARTMENT SUPPLIES	10000.83500.53206	17.64
		<u>115883</u>	FY 24/25 PARK MAINTENANCE SUPPLIES	10000.83300.53001	11.01
		<u>115892</u>	FY 24/25 WATER DEPARTMENT SUPPLIES	71000.81100.53200	19.27
		<u>115893</u>	FY 24/25 WATER DEPARTMENT SUPPLIES	71000.81100.53200	19.20
		<u>115927</u>	FY 24/25 MAINTENANCE SUPPLIES	60000.83100.53205	3.54
		<u>115929</u>	FY 24/25 WATER DEPARTMENT SUPPLIES	71000.81100.53200	22.08
		<u>115932</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	35.85
		<u>115942</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	50.80
		<u>115947</u>	FY 24/25 STREET DEPARTMENT SUPPLIES	10000.83500.53206	1.08
		<u>115961</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	20.97
		<u>116019</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	15.36
		<u>116025</u>	FY 24/25 WATER DEPARTMENT SUPPLIES	71000.81100.53200	17.87
		<u>116029</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	18.32
		<u>116034</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	80.61
		<u>116048</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	34.96
		<u>116050</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	24.99
		<u>116050C</u>	FY 24/25 MAINTENANCE SUPPLIES - CREDIT	60001.83200.53200	-24.99
		<u>116070</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	15.45
		<u>116072</u>	FY 24/25 WATER DEPARTMENT SUPPLIES	71000.81100.53200	68.32
					12,247.04
<u>VEN02312</u>	ASSA ABLOY ENTRANCE SYSTEM				1,368.02
APBWEST	Check	<u>SEI 1754302</u>	REPAIRS TO CITY HALL FRONT DOOR	60001.83200.52200	1,368.02
		<u>SEI 1755633</u>	REPAIRS TO CITY HALL FRONT DOOR	60001.83200.52200	2,181.73
		<u>SEI 1765581</u>	REPAIRS TO CITY HALL FRONT DOOR	60001.83200.52200	601.52
		<u>SEI 1780631</u>	REPAIRS TO CITY HALL FRONT DOOR	60001.83200.52200	5,420.52
		<u>SEI 1780761</u>	REPAIRS TO CITY HALL FRONT DOOR	60001.83200.52200	2,675.25
					99.07
<u>VEN01195</u>	BLUE SHIELD OF CALIF				99.07
APBWEST	Check	<u>INV041110</u>	EMS REFUND RE: 24106261	10000.64000.47029	99.07
<u>VEN04490</u>	CAL-HOME REMODELING INC				23,040.00
APBWEST	Check	<u>11232</u>	CDBG PROJECT: 417 MANZANITA AVE	38002.83200.52100	25,600.00
		<u>11232 RET</u>	CDBG PROJ. 417 MANZANITA AVE. RET	38002.00000.23500	-2,560.00
					714.40
<u>1727</u>	CHRIS CIMINO				714.40
APBWEST	Check	<u>JULY2025</u>	JULY2025 RETIREE HEALTH INSURANCE	60007.70100.51302	714.40

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				21,512.00
APBWEST	Check	<u>65622</u>	MAY 2025 LEGAL SRVCS-RETAINER: GENERAL AC	10000.21000.52201	8,820.00
				71000.81100.52201	1,890.00
				72000.32000.52201	1,890.00
		<u>65623</u>	MAY 2025 LEGAL SRVCS: LABOR/EMPLOYMENT	60007.70100.52201	3,975.00
		<u>65624</u>	MAY 2025 LEGAL SRVCS: SPECIAL COUNS	10000.21000.52201	530.00
		<u>65626</u>	MAY 2025 LEGAL SRVCS: CODE ENFORCEMENT	10000.40000.52201	106.00
		<u>65627</u>	MAY 2025 LEGAL SRVCS: IMPLEMENTATION OF S	10000.40000.52201	201.00
		<u>65628</u>	MAY 2025 LEGAL SRVCS: MATER DOLORSA DEVE	10000.40000.52201	1,173.00
		<u>65629</u>	MAY 2025 LEGAL SRVCS: ADV. PROT. SIERRA MAI	10000.40000.52201	132.50
		<u>65630</u>	MAY 2025 LEGAL SRVCS: V. SOUTHERN CA. EDIS	10000.21000.52201	780.50
		<u>65631</u>	MAY 2025 LEGAL SRVCS: EATON FIRE RESPONSE	10000.21000.53998	1,696.00
		<u>65826</u>	MAY 2025 LEGAL SRVCS: MISCELLANEOUS LITIG	10000.21000.52201	26.50
		<u>65827</u>	MAY 2025 LEGAL SRVCS: ALVERNO CUP REVIEW	10000.40000.52201	291.50
					4,059.00
<u>1310</u>	COMMERCIAL TRANSPORTATION SVCS				4,059.00
APBWEST	Check	<u>3952-2</u>	JUNE 2024 CLASS B TRAINING - 3 EMPLOYEES - E	71000.81100.52205	4,059.00
<u>VEN04461</u>	CRICKET SCADA LLC				10,533.60
APBWEST	Check	<u>1659</u>	EATON FIRE: SERV. & PARTS: REPLACE SCADA RA	10000.80000.53998	9,177.60
		<u>1660</u>	LITTLE SANTA ANITA TUNNELS - SERVICE CALL	71000.81100.52200	1,356.00
					230.00
<u>0713</u>	DEPT OF JUSTICE				230.00
APBWEST	Check	<u>822143</u>	MAY 2025 Payment for DOJ processing fees	10000.50000.52200	230.00
<u>VEN03180</u>	DICKS AUTO SUPPLY				551.34
APBWEST	Check	<u>230623</u>	FY 24/25 AUTO PARTS	60000.83100.53208	483.89
		<u>230625</u>	FY 24/25 AUTO PARTS	60000.83100.55001	67.45
					992.00
<u>VEN04105</u>	DR. ANGELICA LOZA-GOMEZ M.D., PC.				992.00
APBWEST	Check	<u>35</u>	Medical Director Services MAY 2025	10000.64000.52200	992.00
<u>VEN03198</u>	EDWARD DELCOURSE				607.24
APBWEST	Check	<u>JULY2025</u>	JULY2025 RETIREE HEALTH INSURANCE	60007.70100.51302	607.24
<u>VEN04281</u>	ENVISION FORD LINCOLN OF DUARTE				78.70
APBWEST	Check	<u>108327</u>	VEHICLE MAINT #2099	60000.83100.53208	78.70
<u>VEN01708</u>	EXSTREEM PEST CONTROL				1,470.00
APBWEST	Check	<u>30434</u>	MONTHLY SERVICE FOR PEST CONTROL NOV 202	60001.83200.52200	735.00
		<u>32005</u>	MONTHLY SERVICE FOR PEST CONTROL JUNE 20	60001.83200.52200	735.00
					385.00
<u>0551</u>	FOOTHILL LOCK & KEY				385.00
APBWEST	Check	<u>12914</u>	SERVE CALL: KEYS	60001.83200.52200	385.00
<u>VEN01528</u>	GALLS LLC				98.76
APBWEST	Check	<u>031337087</u>	UNIFORMS	10000.61000.53303	98.76
<u>1639</u>	GMS ELEVATOR SERVICES INC				115.00
APBWEST	Check	<u>125383</u>	MONTHLY SERVICE	60001.83200.52200	115.00
<u>VEN03492</u>	GREGG FREEDMAN AND ASSOCIATES				1,250.00
APBWEST	Check	<u>2024-01LA567</u>	Real Estate property appraisal for 487 Woodland	10000.30000.53000	1,250.00
<u>VEN02697</u>	GWMA				656.69
APBWEST	Check	<u>HTU-24-53</u>	FY 24/25 HARBOR TOXIC UPSTREAM	38015.81201.52100	656.69
<u>1359</u>	HIRERIGHT, LLC				275.45
APBWEST	Check	<u>H0248025</u>	BACKGROUND SCREENING 5/1/25 - 5/31/25	60007.70101.52100	275.45
<u>VEN04475</u>	INLAND FLEET SOLUTIONS INC				8,131.07
APBWEST	Check	<u>9307</u>	Annual Service/ Repairs for Reserved Engine 241	60000.83100.52100	8,131.07
<u>0937</u>	INTERSTATE BATTERY SYSTEM OF				243.76
APBWEST	Check	<u>40768</u>	BATTERY	60000.83100.53208	65.87
		<u>40900</u>	BATTERY 5115	60000.83100.53208	177.89
					357.20
<u>1044</u>	JESSE TORIBIO				357.20
APBWEST	Check	<u>JULY2025</u>	JULY 2025 RETIREE HEALTH INSURANCE	60007.70100.51302	357.20
<u>VEN04357</u>	JIMMY POU				1,800.00
APBWEST	Check	<u>INV041188</u>	4 LADS FROM LIVERPOOL PERFORMANCE	37006.72000.52200	1,800.00
<u>VEN04399</u>	KANEEZA LAFIR PSYCHOLOGICAL SERVICES INC				1,550.00
APBWEST	Check	<u>1001</u>	PSYCHOLOGICAL EVAL 4/24/25 -5/19/25	60007.70101.52100	1,550.00
<u>VEN03862</u>	KARBONOUS INC				128,968.67
APBWEST	Check	<u>28591</u>	2024 GRANULAR ACTIVATED CARBON REPLACEN	71000.81100.53209	128,968.67
<u>VEN03395</u>	KAREN BUSTILLOS				3,690.23
APBWEST	Check	<u>INV041190</u>	REIMB: EATON FIRE - 12 DAYS LODGING FEE	10000.61000.53998	3,690.23
<u>1185</u>	KEYSTONE UNIFORM				2,012.72

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	<u>071150</u>	UNIFORMS	10000.50000.53303	752.75
		<u>071189</u>	UNIFORMS	10000.50000.53303	347.85
		<u>071190</u>	UNIFORMS	10000.50000.53303	570.90
		<u>071191</u>	UNIFORMS	10000.50000.53303	341.22
					1,500.00
<u>1650</u>	LAAFCA				
APBWEST	Check	<u>2025-26</u>	FY 2025-26 MEMBERSHIP DUES BARTLETT	10000.61000.53409	1,500.00
<u>VEN04103</u>	LEXISNEXIS RISK SOLUTIONS				200.00
APBWEST	Check	<u>1300130489</u>	MAY 2025 LE Investigative and Analysis system	10000.50000.52200	200.00
<u>0277</u>	LIEBERT CASSIDY WHITMORE				412.50
APBWEST	Check	<u>293865</u>	APRIL 2025 LEGAL SERVICES: GENERAL	60007.70100.52201	375.00
		<u>293866</u>	APRIL 2025 LEGAL SERVICES: INVESTIGATION AD	60007.70100.52201	37.50
					2,465.69
<u>0640</u>	LIFE-ASSIST INC.				
APBWEST	Check	<u>1603452</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	891.99
		<u>1605129</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	89.00
		<u>1606649</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	573.75
		<u>1607288</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	615.25
		<u>1608223</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	295.70
					714.40
<u>VEN01070</u>	MARTIN CRUZ				
APBWEST	Check	<u>JULY2025</u>	JULY 2025 RETIREE HEALTH INSURANCE	60007.70100.51302	714.40
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				13,900.00
APBWEST	Check	<u>64768</u>	MAY 2025 LANDSCAPE MAINTENANCE - EXTENS	10000.83300.52200	7,923.00
				32012.83000.52200	4,448.00
				60001.83200.52200	1,529.00
					1,062.74
<u>1278</u>	MICHAEL E POWERS & ASSOC INC.				
APBWEST	Check	<u>10096</u>	OFFICE FURNITURE - PUBLIC WORKS	60001.83200.56010	1,062.74
<u>1608</u>	MUNICIPAL MAINTENANCE EQUIP IN				960.88
APBWEST	Check	<u>036705</u>	MISC SUPPLIES	72000.81200.52200	960.88
<u>0338</u>	PRUDENTIAL OVERALL SUPPLY				504.06
APBWEST	Check	<u>52887968</u>	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	247.86
		<u>52891368</u>	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	128.10
		<u>52893072</u>	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	128.10
					1,951.71
<u>0360</u>	QUINN COMPANY				
APBWEST	Check	<u>31553501</u>	VEH. RENTAL - WATER TRUCK 3/20/25 -3/25/25	60000.83100.53208	1,951.71
<u>0267</u>	REGIONAL TAP SERVICE CENTER				48.00
APBWEST	Check	<u>6025217</u>	MAY 2025 REGIONAL TAP SERVICES CENTER-CAF	37004.80000.52001	48.00
<u>VEN03177</u>	RELIABLE BUILDING MAINTENANCE LLC				12,375.00
APBWEST	Check	<u>1149</u>	RUG INSTALL, PREP AND PAINT	60001.83200.56010	1,850.00
		<u>1154</u>	CITY HALL: PREP AND PAINT	60001.83200.56010	625.00
		<u>1156</u>	POLICE CHIEF OFFICE UPDATES	60001.83200.56010	8,525.00
		<u>1157</u>	CITY HALL CARPET CLEANING	60001.83200.56010	1,375.00
					2,217.75
<u>VEN04440</u>	RINCON CONSULTANTS INC				
APBWEST	Check	<u>66159</u>	NOISE ORDINANCE UPDATE 5/1/25 - 5/31/25	10000.30000.53000	2,217.75
<u>VEN02718</u>	ROADLINE PRODUCTS INC				2,916.07
APBWEST	Check	<u>21386</u>	MAINTENANCE SUPPLIES: PAINT	71000.81100.53206	182.60
		<u>21392</u>	MAINTENANCE SUPPLIES: PAINT	71000.81100.53206	580.40
		<u>21399</u>	MAINTENANCE SUPPLIES: PAINT	71000.81100.53206	157.74
		<u>21419</u>	MAINTENANCE SUPPLIES: PAINT	72000.81200.53206	1,995.33
					33.05
<u>VEN01027</u>	STUBBIES				
APBWEST	Check	<u>24852</u>	PW HOODED SWEATSHIRT	60001.83200.53303	33.05
<u>1245</u>	THE WORKSHOP				1,307.97
APBWEST	Check	<u>74130</u>	WISTARIA FESTIVAL SIGNS	60003.30000.52100	154.35
		<u>74425</u>	WILDLIFE SIGNS	60003.30000.52100	88.40
		<u>74439</u>	4TH OF JULY CELEBRATIONS POST CARDS & MAI	10000.79012.52999	771.29
		<u>74458</u>	BIG BELLY LABELS	60003.30000.52100	293.93
					14,878.08
<u>VEN04488</u>	TIM ORR ENTERPRISES LLC				
APBWEST	Check	<u>25-065</u>	CDBG PROJ: 241 E SIERRA MADRE BLVD	38002.83200.52100	16,531.20
		<u>25-065 RET</u>	CDBG PROJ: 241 E SIERRA MADRE BLVD RETENT	38002.00000.23500	-1,653.12
					750.00
<u>VEN04278</u>	TRUE POLYGRAPH LLC				
APBWEST	Check	<u>1078</u>	SIERRA MADRE PRE EMPLOYMENT TESTS	60007.70101.52100	750.00
<u>VEN04256</u>	TRUEPOINT SOLUTIONS LLC				247.50
APBWEST	Check	<u>4134</u>	MAY 2025 PSA ONLINE PERMITTING PLATFORM	40000.83500.56009	247.50

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>0410</u>	UNDERGROUND SERVICE ALERT				180.20
APBWEST	Check	<u>520250703</u>	FY 24/25 UNDERGROUND ALERTS	71000.81100.52200	180.20
<u>VEN04501</u>	UNIVERSAL CONTENT PRODUCTIONS LLC				4,563.75
APBWEST	Check	<u>INV041191</u>	REFUND: SECURITY DEPOSIT - THE BURBS	10000.00000.23001	2,386.00
		<u>INV041192</u>	REFUND: SECURITY DEPOSIT - THE BURBS	10000.00000.23001	2,177.75
<u>1243</u>	USA BLUEBOOK				1,530.26
APBWEST	Check	<u>INV00679224</u>	MAINT. SUPPLIES	60001.83200.53303	44.35
		<u>INV00687782</u>	MAINT. SUPPLIES	60001.83200.53303	208.40
		<u>INV00723306</u>	MAINT. SUPPLIES - FIRE FLOW TESTING	71000.81100.53209	1,277.51
<u>0158</u>	VULCAN MATERIALS COMPANY				618.13
APBWEST	Check	<u>3499943</u>	COLD MIX	10000.83500.53206	618.13
<u>0335</u>	WATERLINE TECHNOLOGIES				1,557.67
APBWEST	Check	<u>5744152</u>	FY 24/25 CHLORINE GAS SUPPLIES	71000.81100.53209	1,557.67
<u>VEN03472</u>	WEST & ASSOCIATES ENGINEERING INC				17,611.00
APBWEST	Check	<u>1025.05.07</u>	CONSTRUCTION MANAGEMENT AND INSPECTIC	71000.81100.56011	7,756.00
		<u>1025.05.08</u>	LIMA WATER MAIN REPLACEMENT DESIGN	71000.81100.52100	6,430.00
		<u>1025.05.09</u>	AUBURN RESERVOIR AREA WATER LINE REALIGN	71000.81100.52100	3,425.00
<u>0426</u>	WESTERN WATER WORKS				1,122.13
APBWEST	Check	<u>1270498-00</u>	FY 24/25 WATER DISTRIBUTION SUPPLIES	71000.81100.53200	1,122.13
<u>0425</u>	WILLDAN ASSOCIATES				19,265.39
APBWEST	Check	<u>002-33846</u>	APRIL 2025 PLAN CHECK AND INSPECTION SERV	10000.40000.52100	5,754.60
		<u>002-33871</u>	MAY 2025 PLAN CHECK AND INSPECTION SERVIC	10000.40000.52100	7,169.29
		<u>00714529</u>	MAY 2025 CDBG GRANT FOR MHRP PROGRAM	38002.83200.52100	6,341.50
<u>1053</u>	WITTMAN ENTERPRISES, LLC				2,766.81
APBWEST	Check	<u>2504056</u>	APRIL 2025 EMS Billing Services	10000.64000.52200	2,766.81
Report Total:					338,564.02

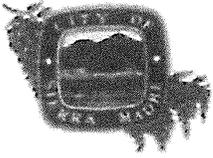


Packet: APPKT08079 - GEN BOA MAN 6/24/25
Vendor Set: 01 - Vendor Set 01

Check Date: 06/09/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>0823</u>	BANK OF AMERICA				22,474.42
APBWEST	Check	INV041066	BB - GRAMMARLY TYPING ASSISTANCE	10000.61000.53409	30.00
		INV041067	BB - DEPT UNIFORM - HELMET NAME DECAL	10000.61000.53300	138.29
		INV041068	BB - NAME PLATE FOR LOCKERS	10000.61000.52302	90.00
		INV041069	BB - NAME PLATE FOR LOCKERS	10000.61000.52302	30.00
		INV041070	BB - EMS WEEK DEPT EQUIP.	10000.64000.53300	265.09
		INV041071	BB - HELMET SHIELD FOR SKIDMORE	10000.61000.53300	54.50
		INV041072	BB - FD UNIFORM - FAN-ASPIRATED RADIATION	10000.61000.53301	1,571.48
		INV041074	BB - DEPT UNIFORM - HELMET NAME DECAL	10000.61000.53300	316.08
		INV041075	BB - EMS CERT FEE: JOHNSON	10000.61000.52205	300.00
		INV041076	BB - STORAGE FOR FD MASTER PLAN	10000.61000.53409	11.99
		INV041078	BB - DEPT ANNUAL REPORT - PRINT SERV (FREE)	10000.61000.53102	-259.20
		INV041079	BB - BRUSH ABATEMENT PROG - SIGNAGE	10000.61000.53102	134.14
		INV041080	BB - EMS WEEK DEPT EQUIP.	10000.64000.53300	1,915.27
		INV041081	CL - EMPLOYEE DEVELOPMENT - LUNCH	10000.40000.53999	57.68
		INV041082	RM - CITY COUNCIL - OLDER AMERICAN AWARD	10000.11000.53999	10.46
		INV041083	RM - CITY COUNCIL - CITY MGR. FINAL INT.: SNA	10000.11000.53999	65.75
		INV041084	RM - CITY COUNCIL - CITY MGR. FINAL INT.: SUPI	10000.11000.53999	54.24
		INV041085	RM - CITY COUNCIL - CITY MGR. FINAL INT.: SUPI	10000.11000.53999	9.48
		INV041086	RM - CONF: SEAT CONFIRMATION CHARGE	60002.30000.53402	14.99
		INV041087	RM - CONF: SEAT CONFIRMATION CHARGE	60002.30000.53402	14.99
		INV041088	RM - CONF: SEAT CONFIRMATION CHARGE	60002.30000.53402	14.99
		INV041089	RM - CONF: SEAT CONFIRMATION CHARGE	60002.30000.53402	22.99
		INV041090	RM - ACWA CONF - AIR FARE: REYNOSO	60002.30000.53402	246.97
		INV041091	RM - ACWA CONF - HOTEL: REYNOSO	60002.30000.53402	1,541.53
		INV041092	RM - ACWA CONF - HOTEL BOOKING FEE: REYN	60002.30000.53402	17.99
		INV041093	RM - CLOSED SESSION: MEAL	10000.11000.53999	244.96
		INV041094	RM - CLOSED SESSION SUPPLIES	10000.11000.53999	58.73
		INV041095	RM - ACWA CONF REG. FEE: REYNOSO	60002.30000.53402	1,425.00
		INV041096	OM - WEBSITE TOWN HALL - DRINKS	60003.30000.53402	89.97
		INV041097	OM - WEBSITE TOWN HALL - DRINKS	60003.30000.53402	8.49
		INV041098	OM - WEBSITE TOWN HALL - DRINKS	60003.30000.53402	44.00
		INV041099	OM - MISAC SUMMIT CONF - AIR FAIR: DELGAD	60003.30000.53402	503.92
		INV041100	OM - STARLINK - LOCAL PRIORITY 5/8/25 - 6/8/2	60003.30000.52200	540.00
		INV041101	OM - OPENAI: TEAM SUB 5/8/25 - 8/22/25	60003.30000.52200	86.85
		INV041102	OM - MISAC SUMMIT CONF - HOTEL FEE: MILLA	60003.30000.53402	220.56
		INV041103	OM - MISAC SUMMIT CONF - HOTEL FEE: DELGA	60003.30000.53402	220.56
		INV041104	OM - AI TRANS. SOFTWARE LIC FEE 4/28/25 - 7/	60003.30000.52200	55.29
		INV041106	OM - DROP BOX - 1 X LIC. FEE 4/28/25 - 5/22/25	60003.30000.52200	11.84
		INV041107	OM - DNS RENEWAL	60003.30000.52200	4.99
		INV041108	OM - STARLINK ROAM UNLIMITED 4/17/25 - 5/1	60003.30000.52200	165.00
		INV041128	GB - INTERVIEW PANEL LUNCH	10000.50000.53402	105.44
		INV041129	GB - PD BANNER	10000.50000.52200	649.51
		INV041130	GB - MONTHLY SUB. FEE - ADOBE 5/13/25 - 6/12	10000.50000.52200	23.99
		INV041131	MH - SM COM. LISTENING SESSIIONS - COFFEE	60007.70100.53999	19.65
		INV041132	MH - PD INTERVIEW PANEL: SNACKS	60007.70100.53999	28.00
		INV041133	MH - PD INTERVIEW PANEL: SNACKS	60007.70100.53999	33.50
		INV041134	MH - PD INTERVIEW PANEL: COFFEE	60007.70100.53999	22.00
		INV041135	MH - PD INTERVIEW PANEL: SNACKS	60007.70100.53999	87.50
		INV041136	MH - SM COM. LISTENING SESSIIONS - COFFEE	60007.70100.53999	44.00
		INV041137	MH - SM COM. LISTENING SESSIIONS - SNACKS	60007.70100.53999	42.50
		INV041138	MH - CIRA BOARD OF DIR. MEETING: - AIR FARE	60007.70100.53402	677.90
		INV041139	MH - PD INTERVIEW PANEL: COFFEE	60007.70100.53999	22.00
		INV041140	JR - ACWA CONF./MONTEREY: CAR RENTAL FEE	60002.30000.53402	239.62

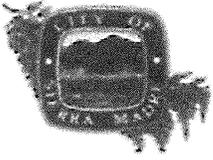
Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount				
0833 APBWEST	HOME DEPOT Check	<u>INV041141</u>	JR - ACWA CONF./DESERT SPRING: HOTEL FEE	60002.30000.53402	251.95				
		<u>INV041142</u>	AY - MANHOLE COVERS	72000.81200.53200	1,977.95				
		<u>INV041143</u>	AY - STAFF LUNCH	71000.81100.53402	34.48				
		<u>INV041144</u>	AY - FLEET PARTS	60000.83100.53205	8.78				
		<u>INV041145</u>	AY - DKS - SUBSCRIPTION: 3/21/25 - 4/20/25	60001.83200.52200	39.90				
		<u>INV041146</u>	TT - OLDER AMERICAN RECEPTION - DESSERTS	37006.72000.53999	315.68				
		<u>INV041147</u>	TT - COMM. YARD SALE - BANNER - MARKETING	37006.72000.52200	83.55				
		<u>INV041148</u>	TT - SENIOR EXCURSION - RICHARD NIXON LIB	10000.79003.52999	270.00				
		<u>INV041149</u>	TT - OLDER AMERICAN RECEPTION - MEAL	37006.72000.52200	1,989.00				
		<u>INV041150</u>	TT - MOVIES IN THE PARK - BANNER- MARKETIN	10000.79008.52999	50.00				
		<u>INV041151</u>	TT - OLDER AMERICAN RECEPTION - CORSAGE	37006.72000.52200	38.59				
		<u>INV041152</u>	TT - SENIOR BINGO - MAY - DESSERT	37006.72000.53999	13.17				
		<u>INV041153</u>	TT - SENIOR BINGO - APRIL - LUNCH	37006.72000.52200	227.98				
		<u>INV041154</u>	TT - SENIOR BIRTHDAY CELEBRATION - APRIL 202	37006.72000.53999	36.99				
		<u>INV041155</u>	TT - SENIOR CINEMA - BEVERAGES	37006.72000.53999	35.32				
		<u>INV041156</u>	TT - OLDER AMERICAN RECEPTION - DECORATIO	37006.72000.53999	26.48				
		<u>INV041157</u>	TT - OLDER AMERICAN RECEPTION - DECORATIO	37006.72000.53999	61.76				
		<u>INV041158</u>	TT - SENIOR BINGO - MAY 2025 - LUNCH	37006.72000.53999	132.21				
		<u>INV041159</u>	TT - STAFF MEETING - MEAL	10000.70000.53999	169.70				
		<u>INV041160</u>	TT - SENIOR CINEMA - MAY/JUNE 2025 - SNACKS	37006.72000.53999	73.84				
		<u>INV041161</u>	TT - SENIOR COFFEE, COFFEE CUPS, CREAMER	37006.72000.53999	40.95				
		<u>INV041162</u>	TT - SENIOR BINGO - MAY 2025 - SNACKS	37006.72000.53999	90.23				
		<u>INV041163</u>	TT - OLDER AMERICAN RECEPTION - DECORATIO	37006.72000.53999	104.75				
		<u>INV041164</u>	TT - OLDER AMERICAN RECEPTION - DRINKS	37006.72000.53999	89.38				
		<u>INV041165</u>	TT - SENIOR BINGO - MAY 2025 - SNACKS & UTEI	37006.72000.53999	25.82				
		<u>INV041166</u>	TT - SENIOR BINGO MAY 2025 - SNACKS & GIFT (37006.72000.53999	195.43				
		<u>INV041167</u>	TT - SENIOR BINGO APRIL 2025 - DECORATIONS	37006.72000.53999	120.53				
		<u>INV041168</u>	TT - SENIOR BINGO APRIL 2025 - LUNCH & GIFT	37006.72000.53999	254.47				
		<u>INV041169</u>	TT - OLDER AMERICAN RECEPTION - TABLE DECC	37006.72000.53999	49.59				
		<u>INV041170</u>	LA - BROWN ACT MEETING: LUNCH	10000.12000.52207	41.00				
		<u>INV041171</u>	LA - CMCA MEMBERSHIP FEE- LAURA AGUILAR	10000.12000.53402	250.00				
		<u>INV041172</u>	LA - IIMC ANNUAL MEMB. FEE: CARRILO	10000.12000.53402	195.00				
		<u>INV041175</u>	LA - CALED MEMBER FEE: AGUILAR	10000.12000.53402	500.00				
		<u>INV041176</u>	LA - CAPIO ACADEMY - AIR FARE: AGUILAR	10000.12000.53402	308.96				
		<u>INV041177</u>	LA - CAPIO ACADEMY - AIR FARE: REGAN	10000.12000.53402	308.96				
		<u>INV041178</u>	LA - CAPIO ACADEMY - REG. FEE: REGAN	10000.12000.53402	380.00				
		<u>INV041179</u>	LA - CAPIO ACADEMY - REG. FEE: AGUILAR	10000.12000.53402	380.00				
		<u>INV041180</u>	HA - ADOBE - CREDIT	10000.50000.52200	-13.44				
		<u>INV041181</u>	HA - PD EQUIPMENT	10000.50000.53300	895.00				
		<u>INV041182</u>	HA - MONTHLY SUB. FEE - ADOBE	10000.50000.52200	29.99				
		<u>INV041183</u>	HA - GRANT FINDER	10000.50000.52200	45.00				
							3,716.52		
		0833 APBWEST	HOME DEPOT Check	<u>1520028</u>	6473 - MEMORIAL PARK RESTROOM PAINT	60001.83200.53200	465.62		
				<u>1541739</u>	6473 - SIERRA VIESTA PARK - WATER FOUNTAIN	10000.83300.53202	12.55		
				<u>2021805</u>	6473 - SEWER DEPT. - SMALL TOOLS	72000.81200.53205	1,831.96		
				<u>2515132</u>	6473 - SIERRA VISTA PARK - DRINKING FOUNTAIN	10000.83300.53202	4.22		
				<u>3551951</u>	6422 - REPAIRS TO TEMP. LIBRARY	60001.83200.53205	132.47		
				<u>4300934</u>	6473 - STREET DEPT - SMALL TOOLS	10000.83500.53205	479.50		
				<u>8252069</u>	6473 - PARKS - MAINTENANCE SUPPLIES	10000.83300.53001	627.86		
				<u>9515305</u>	1502 - WATER DEPT - SMALL TOOLS	71000.81100.53205	38.59		
				<u>INV041052</u>	LATE FEE	60002.30000.53999	40.00		
				<u>INV041053</u>	FINANCE CHARGE	60002.30000.53999	83.75		
									3,800.00
				VENO4499 APBWEST	KATHERINE FORESTER Check	INV-00029	CONCERTS IN THE PARK: BAND PERFORMANCE	10000.79002.52999	3,800.00
				Report Total:					29,990.94



Packet: APPKT08086 - UB 6/24/25
Vendor Set: 01 - Vendor Set 01

Check Date: 06/17/2025

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN03195</u>	GREATAMERICA FINANCIAL SERVICES				3,348.38
APBWEST	Check	<u>39270995</u>	003-1310860-000 4/5/25 - 5/4/25	60003.30000.53210	379.28
		<u>39397623</u>	003-1443256-000 3/21/25 - 5/20/25	60003.30000.53210	2,969.10
					313.05
<u>0942</u>	TPX COMMUNICATION				
APBWEST	Check	<u>185693517-0</u>	5/23/25 - 6/22/25 PHONE SERVICE	60003.30000.55005	313.05
<u>0642</u>	VERIZON WIRELESS LA				4,365.66
APBWEST	Check	<u>6114492164</u>	960051887-00001 5/26/25 - 6/25/25	60003.30000.55005	4,365.66
<u>VEN04342</u>	WESTBOUND SOLAR 3 LLC				10,629.14
APBWEST	Check	<u>25260455</u>	MAY 2025 SOLAR ENERGY	71000.81100.55003	10,629.14
				Report Total:	18,656.23



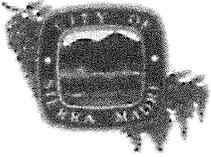
Packet: APPKT08085 - LIB 6/24/25
Vendor Set: 01 - Vendor Set 01

Check Date: 06/17/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN01797</u>	4IMPRINT				1,972.45
APBWEST	Check	13880168	SUMMER READING PRIZES - 2025	39006.90000.53999	741.90
		29454544	SUMMER READING PRIZES - 2025	39006.90000.53999	1,230.55
<u>VEN03454</u>	AMAZON CAPITAL SERVICES				1,975.54
APBWEST	Check	139X-6JKY-GHV3	MISC SUPPLIES - CREDIT	10000.90000.53100	-5.32
		13RH-P4G9-XFRV	MISC SUPPLIES 3/31/25 - 4/13/25	39006.90000.53999	45.97
		143W-6YX4-3VV7	MISC SUPPLIES 5/12/25 - 5/25/25	10000.90000.53999	44.19
		14DM-N4KT-VHKG	MISC SUPPLIES 3/31/25 - 4/13/25	10000.90000.53406	95.44
		14TL-MYH3-FNXI	MISC SUPPLIES 5/26/25 - 6/8/25	39006.90000.53999	71.98
		169L-CJGT-TL7X	MISC SUPPLIES 3/31/25 - 4/13/25	39006.90000.53406	218.10
		17TD-RWH1-31KL	MISC SUPPLIES 5/12/25 - 5/25/25	39006.90000.53406	19.83
		17TD-RWH1-3WV1	MISC SUPPLIES 5/12/25 - 5/25/25	39002.90000.53999	229.71
		17X3-111J-1T7F	MISC SUPPLIES 5/12/25 - 5/25/25	39006.90000.53406	37.54
		19R3-XGNJ-W7PW	MISC SUPPLIES 4/14/25 - 4/27/25	10000.90000.53999	27.49
		1CQD-J13M-W6Q3	MISC SUPPLIES CREDIT	39006.90000.53406	-18.41
		1DRV-VK1V-3VWM	MISC SUPPLIES CREDIT	39006.90000.53406	-33.14
		1F1M-QCR4-W1KX	MISC SUPPLIES 4/14/25 - 4/27/25	39002.90000.53999	273.10
		1H4K-RVOH-41FV	MISC SUPPLIES 5/12/25 - 5/25/25	39006.90000.53406	109.70
		1HCR-TX9V-1VYR	MISC. SUPPLIES - CREDIT	39006.90000.53406	-178.40
		1HFG-FV9Y-WQL3	MISC SUPPLIES CREDIT	39006.90000.53406	-18.31
		1KKI-G3TG-VR9F	MISC SUPPLIES 4/14/25 - 4/27/25	10000.90000.53999	5.32
		1KWT-TRVM-W449	MISC SUPPLIES 4/14/25 - 4/27/25	39006.90000.53406	44.55
		1KWT-TRVM-WDL3	MISC SUPPLIES 4/14/25 - 4/27/25	39006.90000.53406	45.53
		1LQD-JTT9-3JFY	MISC SUPPLIES 5/12/25 - 5/25/25	39006.90000.53999	9.70
		1PHW-D6KW-VW91	MISC SUPPLIES 4/14/25 - 4/27/25	10000.90000.53406	199.29
		1Q6G-PY7M-36L4	MISC SUPPLIES 5/12/25 - 5/25/25	39006.90000.53999	88.54
		1R6N-P4FD-1R36	MISC SUPPLIES 5/12/25 - 5/25/25	10000.90000.53406	253.40
		1TLP-LGTR-37N1	MISC SUPPLIES 5/12/25 - 5/25/25	39006.90000.53999	63.82
		1TLP-LGTR-44QV	MISC SUPPLIES CREDIT	39006.90000.53406	-32.00
		1V7Y-93RG-WNMW	MISC SUPPLIES 3/31/25 - 4/13/25	10000.90000.53999	53.51
		1WNP-XVF9-XKHR	MISC SUPPLIES 4/14/25 - 4/27/25	39006.90000.53406	277.63
		1XRW-PR74-1VM4	MISC SUPPLIES 5/12/25 - 5/25/25	10000.90000.53999	30.77
		1XYM-NXT4-VLCW	MISC SUPPLIES 4/14/25 - 4/27/25	39006.90000.53406	16.01
<u>VEN02711</u>	AMERICAS PRINTER				182.54
APBWEST	Check	1259926	SIERRA MADRE SUPER SUMMER FLYERS	39006.90000.53999	182.54
<u>VEN04448</u>	AMG AND ASSOCIATES INC				952,826.72
APBWEST	Check	AP08	LIB MEANINGFUL IMPROVEMENT PROJ. 5/31/25	29007.90000.56010	1,002,975.50
		AP08 RET	LIB MEANINGFUL IMPROVEMENT PROJ. 5/31/25	29007.00000.23500	-50,148.78
<u>VEN01190</u>	ARNOLD'S FRONTIER HARDWARE - Library				9.93
APBWEST	Check	115715	MISC. SUPPLIES	39002.90000.53999	9.93
<u>0132</u>	BAKER & TAYLOR, INC.				1,348.33
APBWEST	Check	2039061408	LIBRARY SUPPLIES	10000.90000.52200	44.28
		2039069330	LIBRARY SUPPLIES	10000.90000.52200	171.06
		2039069777	LIBRARY SUPPLIES	10000.90000.52200	44.28
		2039072903	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	104.60
		2039072904	LIBRARY SUPPLIES	10000.90000.52200	2.68
		2039076945	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	194.22
		2039076946	LIBRARY SUPPLIES	10000.90000.52200	7.57
		2039080159	LIBRARY SUPPLIES	10000.90000.52200	15.05
		2039082560	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	196.67
		2039082561	LIBRARY SUPPLIES	10000.90000.52200	20.81
		2039084194	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	421.39
		2039084195	LIBRARY SUPPLIES	10000.90000.52200	44.70
		5019501114	LIBRARY SUPPLIES	10000.90000.52200	55.31

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	<u>5019506021</u>	LIBRARY SUPPLIES	10000.90000.52200	25.71
<u>0145</u>	BRODART				61.16
APBWEST	Check	<u>657669</u>	OFFICE SUPPLIES	10000.90000.53999	61.16
<u>VEN04378</u>	CORNERSTONE LAND SURVEYING INC				3,350.00
APBWEST	Check	<u>25-03</u>	LIBRARY PROJECT - LAND SURVEYING	29007.90000.56010	2,700.00
		<u>25-04</u>	LIBRARY PROJECT - LAND SURVEYING	29007.90000.56010	650.00
<u>VEN03964</u>	DANY RICHEY				500.00
APBWEST	Check	<u>1 - 6/14/25</u>	6/14/25 SCRIBBLE BOTS SUMMER STEM	39002.90000.53999	250.00
		<u>2 - 6/28/25</u>	6/28/25 REPTILE BOTS SUMMER STEM	39002.90000.53999	250.00
<u>VEN04065</u>	EXECUTIVE ADVERTISING				2,212.94
APBWEST	Check	<u>141870</u>	SUMMER READING PRIZES - 2025	39006.90000.53999	1,342.63
		<u>142253</u>	1000 BOOKS READING TOTES - 2025	39002.90000.53999	870.31
<u>VEN04271</u>	GEOCON WEST INC				28,237.50
APBWEST	Check	<u>724130163</u>	LIBRARY GEOTECHNICAL CONSULTING 12/31/24	29007.90000.56010	7,380.00
		<u>725010143</u>	LIBRARY GEOTECHNICAL CONSULTING 1/31/25	29007.90000.56010	2,712.50
		<u>725020164</u>	LIBRARY GEOTECHNICAL CONSULTING 2/28/25	29007.90000.56010	6,962.50
		<u>725030055</u>	LIBRARY GEOTECHNICAL CONSULTING 3/31/25	29007.90000.56010	4,390.00
		<u>725040169</u>	LIBRARY GEOTECHNICAL CONSULTING 4/30/25	29007.90000.56010	6,792.50
<u>VEN04152</u>	KANOPY INC				190.00
APBWEST	Check	<u>455525 - PPU</u>	LIBRARY VIDEOS	10000.90000.52200	190.00
<u>VEN04268</u>	KING OFFICE SERVICES				1,792.00
APBWEST	Check	<u>89731-021</u>	LIB MAT STORAGE FEES DURING REMODEL 6/6/	29007.90000.56010	1,792.00
<u>0785</u>	OFFICE DEPOT, INC				189.41
APBWEST	Check	<u>419770777001</u>	LIBRARY SUPPLIES	10000.90000.53999	123.74
		<u>419836857001</u>	LIBRARY SUPPLIES	10000.90000.53999	9.17
		<u>423068198001</u>	OFFICE SUPPLIES	10000.90000.53999	56.50
<u>VEN01043</u>	OVERDRIVE INC				2,950.83
APBWEST	Check	<u>01148CO25164276</u>	EBOOK/AUDIOBOOK	39006.90000.53406	1,827.59
		<u>01148CO25164288</u>	EBOOK/AUDIOBOOK	39006.90000.53406	1,123.24
<u>VEN04169</u>	PLAYAWAY PRODUCTS LLC				1,604.04
APBWEST	Check	<u>500160</u>	MISC. SUPPLIES	39006.90000.53406	1,521.36
		<u>501481</u>	MISC. SUPPLIES	39006.90000.53406	82.68
<u>VEN03254</u>	SHOWCASES				365.87
APBWEST	Check	<u>330550</u>	MISC. SUPPLIES	10000.90000.53999	129.44
		<u>330551</u>	MISC. SUPPLIES	10000.90000.53999	236.43
<u>VEN01027</u>	STUBBIES				248.29
APBWEST	Check	<u>24835</u>	LIBRARY: 36"X80" PREMIER RETRACTABLE SET-U	39006.90000.53999	248.29
<u>VEN04349</u>	THE VERTEX COMPANIES LLC				27,932.00
APBWEST	Check	<u>OPM 095074-14</u>	PROJECT MANAGEMENT LIBRARY IMPROVEMEN	29007.90000.56010	27,932.00
<u>VEN03926</u>	T-MOBILE				219.62
APBWEST	Check	<u>INV041193</u>	206696591 4/21/25 - 5/20/25	10000.90000.52200	121.80
		<u>INV041194</u>	984433408 4/21/25 - 5/20/25	10000.90000.52200	97.82
<u>VEN04209</u>	TSK ARCHITECTS				8,745.00
APBWEST	Check	<u>23-025.00-23</u>	ARCHITECTURAL & ENGINEERING - LIBRARY PRO	29007.90000.56010	8,745.00
<u>0904</u>	VROMAN'S				33.58
APBWEST	Check	<u>4600071</u>	BOOKS	10000.90000.53406	16.80
		<u>4618274</u>	BOOKS	10000.90000.53406	16.78
<u>0425</u>	WILLDAN ASSOCIATES				162.50
APBWEST	Check	<u>002-33847</u>	4/28/25 LIB PROJECT FIRE PLAN CHECK SERVICE	29007.90000.56010	162.50

Report Total: 1,037,110.25



Packet: APPKT08080 - LIB BOA MAN 6/24/25
Vendor Set: 01 - Vendor Set 01

Check Date: 06/09/2025

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0823	BANK OF AMERICA				1,258.56
APBWEST	Check	<u>INV041054</u>	LR - BOOKS & REFERENCE	10000.90000.53406	68.90
		<u>INV041055</u>	LR - PUZZLE FOR COLLECTION	39006.90000.53406	24.53
		<u>INV041056</u>	LR - GAME FOR COLLECTION	39006.90000.53406	38.59
		<u>INV041057</u>	LR - WATER DELIVERY SERVICE	10000.90000.53100	98.40
		<u>INV041058</u>	LR - ONLINE GRAPHIC DESIGN TOOL SUBSCRIPTI	10000.90000.52200	179.87
		<u>INV041059</u>	LR - CLA MEMBER DUE - SHANNON KING	10000.90000.53409	40.00
		<u>INV041060</u>	LR - GRAPHIC NOVEL COLLECTION	10000.90000.53406	79.54
		<u>INV041061</u>	LR - AUDIOBOOK COLLECTION	39006.90000.53406	185.63
		<u>INV041062</u>	LR - GAMES & PUZZLE COLLECTION	39006.90000.53406	186.12
		<u>INV041063</u>	LR - MAIL BOX & POSTAL SERV. FEE	39006.90000.53406	28.07
		<u>INV041064</u>	LR - DVD PURCHASE	39006.90000.53406	18.41
		<u>INV041065</u>	LR - BOOKS & REFERENCE	10000.90000.53406	310.50
Report Total:					1,258.56



City of Sierra Madre Agenda Report

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

Sue Spears, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Anthony Rainey, Finance Director

REVIEWED BY: Miguel Hernandez, Acting City Manager

DATE: June 24, 2025

SUBJECT: **FY 25-26 BLANKET PURCHASE ORDERS OVER \$45,000**

STAFF RECOMMENDATION

Staff recommends that the City Council approve the issuance of the Blanket Purchase Orders identified in the attached Exhibit A, in accordance with the City's Purchasing Procedures set forth in Chapter 3.08 of the Sierra Madre Municipal Code.

ALTERNATIVES

1. City Council may approve the issuance of Blanket Purchase Orders detailed in the attached Exhibit A.
2. Provide alternate direction to staff.

SUMMARY

This agenda report seeks formal City Council approval of the proposed Blanket Purchase Orders (BPOs) for Fiscal Year 2025–2026 in accordance with Sierra Madre Municipal Code Section 3.08.040(D), which establishes a key management control by requiring Council authorization for non-public project purchases exceeding \$45,000. This oversight function is reinforced by the City's internal control system through the use of encumbrances created via Purchase Orders. These encumbrances ensure that funds are reserved before expenditures occur, thereby supporting budgetary compliance and financial accountability. The BPOs are issued annually to support recurring operational needs and facilitate efficient procurement processes for essential goods and services.

ANALYSIS

The City uses Blanket Purchase Orders as a streamlined procurement tool for repetitive purchases from regular vendors, reducing administrative overhead and expediting service delivery. The FY 2025–2026 Exhibit A has been revised to improve transparency and enhance data clarity. Each listed vendor or contractor is now described with:

- **NAICS Industry Code** – classifying the vendor's or contractor's industry.

- **Fund** – identifying the source of appropriated funding from the adopted budget.
- **Tyler Technologies Segment** – mapping the organizational budget within the City’s financial accounting structure.
- **Object of Expenditure** – categorizing the nature of the expense (e.g., services, supplies).
- **Product/Service Title** – providing a brief descriptor of the item or service procured.

This expanded detail ensures that the City's procurement practices remain transparent and that Council, staff, and the public can better understand the nature and purpose of high-value purchases

In accordance with Section 3.08.040(D) of the Sierra Madre Municipal Code, all non-public project purchases exceeding \$45,000 must be awarded by the City Council. The attached Exhibit A includes vendors and/or contractors with whom the City conducts frequent transactions throughout the fiscal year. Blanket Purchase Orders streamline procurement by reducing administrative duplication, enabling departments to purchase approved goods or services without generating a separate purchase order for each transaction.

This process is further governed by the competitive pricing protocols outlined in Section 3.08.050, which require staff to obtain at least three quotes wherever feasible, unless exempt under provisions in Section 3.08.090 (Alternative Purchasing Procedures), such as for proprietary items or best-interest determinations approved by the City Manager.

CONSISTENCY WITH GENERAL PLAN

Not applicable.

FINANCIAL REVIEW/SOURCE OF FUNDING

All amounts listed in Exhibit A are included within the City’s Adopted FY 2025–2026 Budget. Funding sources are aligned with their respective department allocations.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City’s website at www.sierramadreca.gov.

Attachments

Exhibit A - FY 2025-2026 Blanket Purchase Orders Over 45K

ATTACHMENT

Fiscal Year 2025/2026 Blanket Purchase Agreements (BPAs)

A - Vendor / Contractor Name	B - NAICS (North American Industry Classification System) Code and Description	C - Account	D - Fund	E - Segment Number - Name	F - Object of Expenditure	G - Brief Product / Service Title	H - SubTotal	I - Total
COLANTUONO, HIGHSMITH & WHATLEY, PC	541110 - Offices of Lawyers	10000.21000.52201	10000 - GENERAL FUND	21000 - CITY ATTORNEY	52201 - LEGAL SERVICES		\$107,000	
		71000.81100.52201	71000 - WATER ENTERPRISE FUND	81100 - UTILITIES	52201 - LEGAL SERVICES	LEGAL SRVCS-RETAINER	\$23,000	\$153,000
		72000.32000.52201	72000 - SEWER ENTERPRISE FUND	32000 - FINANCE DEPARTMENT	52201 - LEGAL SERVICES		\$23,000	
ROGERS, ANDERSON, MALODY & SCOTT, LLP	541211 - Offices of Certified Public Accountants	60002.30000.52100	60002 - INTERNAL SERVICES FUND - ADMINISTRATION	30000 - ADMINISTRATIVE SERVICES	52100 - PROFESSIONAL SERVICES	AUDIT SRVCS		\$81,200
TOWNSEND PUBLIC AFFAIRS	813219 - Other Grant Making and Giving Services	10000.32000.52200	10000 - GENERAL FUND	32000 - FINANCE DEPARTMENT	52200 - CONTRACT SERVICES	GRANT CONSULTING SERVICES		\$72,000
OPTIMIZED INVESTMENT PARTNERS	523940 - Portfolio Management and Investment Advice	10000.32000.52200	10000 - GENERAL FUND	32000 - FINANCE DEPARTMENT	52200 - CONTRACT SERVICES	INVESTMENT MANAGEMENT / CONSULTING SERVICES		\$43,200
TYLER TECHNOLOGIES INC	541512 - Computer Systems Design Services	72000.32000.52200	72000 - SEWER ENTERPRISE FUND	32000 - FINANCE DEPARTMENT	52200 - CONTRACT SERVICES		\$17,156	
		71000.81100.52200	71000 - WATER ENTERPRISE FUND	81100 - UTILITIES	52200 - CONTRACT SERVICES	ANNUAL MAINT/FINANCIALS & UTILITIES MODULE	\$68,730	\$87,000
		60003.30000.52200	60003 - INTERNAL SERVICES FUND - TECHNOLOGY	30000 - ADMINISTRATIVE SERVICES	52200 - CONTRACT SERVICES		\$1,114	
CPACINC.COM	541512 - Computer Systems Design Services	60003.30000.52200	60003 - INTERNAL SERVICES FUND - TECHNOLOGY	30000 - ADMINISTRATIVE SERVICES	52200 - CONTRACT SERVICES	CONTRACT SERVICES	\$60,000	\$75,000
		60003.30000.53103	60003 - INTERNAL SERVICES FUND - TECHNOLOGY	30000 - ADMINISTRATIVE SERVICES	53103 - COMPUTER SUPPLIES	COMPUTER HARDWARE AND SUPPLIES	\$15,000	
RINGCENTRAL INC	517919 - All Other Telecommunications	60003.30000.55005	60003 - INTERNAL SERVICES FUND - TECHNOLOGY	30000 - ADMINISTRATIVE SERVICES	55005 - TELEPHONE	VOIP PHONE SERVICE		\$65,000
CITY OF GLENDALE	921110 - Executive Offices (Government)	10000.61000.52100	10000 - GENERAL FUND	61000 - FIRE SUPPRESSION	52100 - PROFESSIONAL SERVICES	VERDUGO DISPATCH SERVICES		\$99,040
CALIFORNIA INTERGOVERNMENTAL RISK AUTHORITY	524210 - Insurance Agencies and Brokerages	60007.70100.54805	60002 - INTERNAL SERVICES FUND - PERSONNEL/RISK MANAGEMENT	70100 - PERSONNEL	54805 - CLAIMS AND SETTLEMENTS	INSURANCE		\$150,000
		10000.40000.52100	10000 - GENERAL FUND	40000 - DEVELOPMENT SERVICES	52100 - PROFESSIONAL SERVICES	PLAN CHECK AND INSPECTION SERVICES	\$820,000	\$876,000
WILLDAN ASSOCIATES	541330 - Engineering Services	10000.40000.52100	10000 - GENERAL FUND	40000 - DEVELOPMENT SERVICES	52100 - PROFESSIONAL SERVICES	URGENCY GRADING AND DRAINAGE PLAN REVIEW SERVICES	\$56,000	

A - Vendor / Contractor Name	B - NAICS (North American Industry Classification System) Code and Description	C - Account	D - Fund	E - Segment Number - Name	F - Object of Expenditure	G - Brief Product / Service Title	H - SubTotal	I - Total
HONG L. TAM	541310 – Architectural Services	10000.40000.52100	10000 - GENERAL FUND	40000 - DEVELOPMENT SERVICES	52100 - PROFESSIONAL SERVICES	STRUCTURAL PLAN CHECK SERVICES		\$180,000
PASADENA HUMANE SOCIETY	812910 – Pet Care (except Veterinary) Services	10000.50000.52004	10000 - GENERAL FUND	50000 - POLICE - ADMINISTRATION	52004 - HUMANE SOCIETY SERVICES	ANIMAL CONTROL SERVICES		\$58,000
PHOENIX GROUP	541611 – Administrative & General Management Consulting Services	10000.50000.52200	10000 - GENERAL FUND	50000 - POLICE - ADMINISTRATION	52200 - CONTRACT SERVICES	PARKING PERMIT AND CITATION SERVICES		\$45,000
MERRIMAC ENERGY GROUP	424720 – Petroleum Products Merchant Wholesalers (excl. bulk stations)	60000.83100.55001	60000 - INTERNAL SERVICES FUND - FLEET	83100 - FLEET MAINTENANCE	55001 - GASOLINE	FUEL PURCHASE		\$166,000
RAYMOND BASIN MANAGEMENT BOARD	924110 – Administration of Air & Water Resource Programs	71000.81100.52001	71000 - WATER ENTERPRISE FUND	81100 - UTILITIES	52001 - SERVICES FROM OTHER AGENCIES	WATER MASTER SERVICE		\$65,000
RIO HONDO / SAN GABRIEL RIVER WATERSHED MANAGEMENT, JOINT POWERS ACT (JPA)	924110 – Administration of Air & Water Resource Programs	38015.81201.52001	38015 - MEASURE W	81201 - STORM WATER DRAIN - National Pollutant Discharge Elimination System (NPDES)	52001 - SERVICES FROM OTHER AGENCIES	ANNUAL COST ALLOCATION FOR REQUIRED SERVICES		\$65,000
SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT (SGVMWD)	221310 – Water Supply and Irrigation Systems	71000.81100.53601	71000 - WATER ENTERPRISE FUND	81100 - UTILITIES	53601 - PURCHASED WATER FROM OUTSIDE AGENCY	WATER PURCHASE		\$660,000
WATERLINE TECHNOLOGIES	423720 – Plumbing and Heating Equipment Wholesalers	71000.81100.53209	71000 - WATER ENTERPRISE FUND	81100 - UTILITIES	53209 - WATER TREATMENT SUPPLIES	CHLORINE GAS WATER TREATMENT		\$48,000
WEST COAST ARBORISTS, INC.	561730 – Landscaping Services	38004.83300.52200	38004 - ENVIRONMENTAL FUND	83300 - PARK MAINTENANCE	52200 - CONTRACT SERVICES	ARBORIST CONTRACT		\$130,000
WESTERN WATER WORKS	423720 – Plumbing and Heating Equipment Wholesalers	71000.81100.53200	71000 - WATER ENTERPRISE FUND	81100 - UTILITIES	53200 - MAINTENANCE SUPPLIES	DISTRIBUTION WATER MAINT SUPPLIES		\$95,000



City of Sierra Madre **AGENDA REPORT**

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

Sue Spears, City Treasurer

TO: Mayor and City Council

FROM: Joseph Nosrat, Human Resources Technician
Eduardo Castaneda, Human Resources Technician

REVIEWED BY: Miguel Hernandez, Acting City Manager

DATE: June 24, 2025

SUBJECT: **CONTINUED PUBLIC HEARING - CONSIDERATION TO REVIEW AND FILE A STATUS UPDATE ON VACANCIES IN COMPLIANCE WITH ASSEMBLY BILL 2561 (2024) – LOCAL PUBLIC EMPLOYEES; VACANT POSITIONS**

STAFF RECOMMENDATION

It is recommended that the City Council continue the Public Hearing from June 10, 2025 and receive and file this annual report on recruitment and vacancy rates in compliance with State Assembly Bill 2561.

EXECUTIVE SUMMARY

On September 22, 2024, Governor Newsom signed Assembly Bill 2561 into law to amend the Meyers-Milias-Brown Act and create a new obligation for public agencies to address the status of their vacancies during a public hearing. The California Legislature found that vacancies are a significant problem in the public sector that negatively affects the delivery of public service and employee retention. This initiative aims to promote transparency and encourage proactive strategies to maintain adequate staffing levels.

In response to AB 2561, the City of Sierra Madre will hold an annual public hearing at least once per fiscal year to present its vacancy data and recruitment and retention efforts. The City must allow the recognized employee organizations for bargaining units; Classified Employees Association, Sierra Madre Police Association, and Sierra Madre Professional Firefighters Association to make a presentation at the hearing. Human Resources has provided each union a notice of the public hearing and their right to present information. If the vacancy rate within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City will provide additional information upon request from the union. The vacancy data shall include the total number of job vacancies, the number of applications per vacancy, the average number of days to complete the hiring process and opportunities to improve compensation and working conditions.

During the public hearing, the City must identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles. Staff has not identified any necessary changes to policies and procedures that may present obstacles in the current hiring process. The City continues to take steps in support of recruitment and retention.

Over the past year, the City has successfully hired a series of key positions and has made continual improvements to its hiring framework—including updates to personnel rules and job descriptions, competitive compensation adjustments, enhanced benefits, flexible work schedules, upgraded facilities and technology.

ANALYSIS

The data presented in this report reflects the workforce status as of May 22, 2025. The following data summarizes the City’s current budgeted positions, vacancy rates, recruitment activities and retention efforts for Fiscal Year 2024-25.

Budgeted Positions	<ul style="list-style-type: none"> • 92 Full-Time • Part-Time Hours: 18,160 (Reduced 20% from last FY 2023-24)
Vacant Full-Time Positions	<ul style="list-style-type: none"> • Water Pump Operator I (1) – Job offer made, on track to onboard in June • Permit Technician (1) • Administrative Analyst (1) • Police Officer (1)
Bargaining Unit Vacancy Rates	<ul style="list-style-type: none"> • Classified Employees Association: 7% (2 Vacancies) • Sierra Madre Police Association: 9% (2 Vacancies) • Sierra Madre Professional Firefighters Association: 0% No Vacancies <p><i>No bargaining unit currently exceeds a 20% vacancy rate.</i></p>
Recruitment Activity	<ul style="list-style-type: none"> • Total job postings this FY: 22 (excludes commissioners) • Current job postings: 4 – Full-Time (1), Part-Time (1), Intern (1), PD Reserve (1) • Number of positions filled (hired or promoted): 19 Hired, 9 Promoted
Retention Status	<ul style="list-style-type: none"> • Separations – 8 (50% less than last FY 2023-24 with 23) • Overall Turnover Rate – 9% (Vacancies / FTEs)

These figures do not include retirements, involuntary separations, or temporary employees.

The City is on track to fill the vacancies listed in this report by July 2025 as all recruitments have candidates in the process for hire. To enhance job satisfaction and promote long-term workforce retention, the City is in the process of securing a vendor to complete a compensation study to align our classifications and salaries with the market.

ENVIRONMENTAL(CEQA)

This Resolution is not a “Project” for purposes of the California Environmental Quality Act because under 14 CCR 15378(b)(5), a “Project does not include ...Organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment.”

STRATEGIC PLAN CORRELATION

The annual public hearing on staffing vacancies and recruitment efforts directly advances several pillars of Sierra Madre’s strategic plan:

- Operational Efficiency & Resilience: By systematically tracking vacancies and identifying any procedural gaps in recruitment, the City ensures positions are filled promptly, reducing service interruptions and building organizational resilience when staffing pressures arise.
- Workforce Development & Succession Planning: Transparent reporting on recruitment efforts supports proactive leadership development.
- Employee Retention & Sustainability: Continuous refinement of hiring policies, competitive compensation, benefits enhancements, alternative work schedules, and wellness initiatives reinforces our commitment to retaining talent and sustaining a healthy workplace culture.
- Proactive Community Engagement & Future-Ready Services: Holding a public hearing and inviting feedback not only satisfies AB 2561 but also embodies our goal of engaging residents in City operations. This openness fosters trust and ensures that as we innovate—through technology upgrades or workspace improvements—we remain aligned with community expectations for responsive, forward-looking services.

Together, these actions fortify Sierra Madre’s capacity to deliver efficient, resilient, and sustainable public services today and into the future, precisely in line with our strategic vision.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process and provided to the City’s bargaining groups. Copies of this report are available at City Hall, at the Sierra Madre Public Library, and can be accessed on the City’s website at www.cityofsierramadre.com

FISCAL IMPACT

There is no fiscal impact associated with this status update. Staff will continue with efforts towards filling the remaining vacancies.

Attachments:

1. Classified Employees Association – Notice
2. Police Association – Notice
3. Sierra Madre Professional Firefighters Association - Notice



**CITY OF SIERRA MADRE
PUBLIC HEARING NOTICE**

ATTACHMENT

DATE: May 27, 2025

TO: Classified Employees Association (CEA)

FROM: Miguel Hernandez, Assistant City Manager

SUBJECT: Notice of Public Hearing Regarding Position Vacancies at the City of Sierra Madre

This is notice of the City's intent to comply with the obligation set forth under Government Code section 3502.3 (Assembly Bill 2561).

City of Sierra Madre Presentation:

In accordance with Government Code section 3502.3, at a public hearing before the City Council on **June 10, 2025**, the City will present information on the status of position vacancies at the City and the City's recruitment and retention efforts. If necessary, the City will identify any needed changes to City policies, procedures, or recruitment activities that may have led to obstacles in the hiring process. Preliminary findings indicate that vacancies in the bargaining unit do not reach the 20% threshold for presenting additional information related to such vacancies.

Employee Organization Presentation:

At the public hearing the CEA will have the opportunity to make a presentation to the City Council. If your intent is to make a presentation to the City Council at the public hearing, please inform Miguel Hernandez, Assistant city Manager, at least five (5) working days in advance of the public hearing so that we may plan accordingly. Mr. Hernandez can be reached at mhernandez@sierramadrecal.gov or (626) 355-7135 ext. 330.

Each employee organization will be allotted ten (10) minutes to make a presentation. In addition, employee organizations may present additional written materials for review by the City Council.

Please contact Miguel Hernandez, Assistant city Manager, in writing no later than ten (10) days from the notice date if you have any concerns regarding the contents of this notice.



**CITY OF SIERRA MADRE
PUBLIC HEARING NOTICE**

ATTACHMENT

DATE: May 27, 2025

TO: Sierra Madre Police Association (PA)

FROM: Miguel Hernandez, Assistant City Manager

SUBJECT: Notice of Public Hearing Regarding Position Vacancies at the City of Sierra Madre

This is notice of the City's intent to comply with the obligation set forth under Government Code section 3502.3 (Assembly Bill 2561).

City of Sierra Madre Presentation:

In accordance with Government Code section 3502.3, at a public hearing before the City Council on **June 10, 2025**, the City will present information on the status of position vacancies at the City and the City's recruitment and retention efforts. If necessary, the City will identify any needed changes to City policies, procedures, or recruitment activities that may have led to obstacles in the hiring process. Preliminary findings indicate that vacancies in the bargaining unit do not reach the 20% threshold for presenting additional information related to such vacancies.

Employee Organization Presentation:

At the public hearing the POA will have the opportunity to make a presentation to the City Council. If your intent is to make a presentation to the City Council at the public hearing, please inform Miguel Hernandez, Assistant city Manager, at least five (5) working days in advance of the public hearing so that we may plan accordingly. Mr. Hernandez can be reached at mhernandez@sierramadrecal.gov or (626) 355-7135 ext. 330.

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Please contact Miguel Hernandez, Assistant city Manager, in writing no later than ten (10) days from the notice date if you have any concerns regarding the contents of this notice.



CITY OF SIERRA MADRE PUBLIC HEARING NOTICE

DATE: May 27, 2025

TO: Sierra Madre Professional Firefighters Association (SMPFA)

FROM: Miguel Hernandez, Assistant City Manager

SUBJECT: **Notice of Public Hearing Regarding Position Vacancies at the City of Sierra Madre**

This is notice of the City's intent to comply with the obligation set forth under Government Code section 3502.3 (Assembly Bill 2561).

City of Sierra Madre Presentation:

In accordance with Government Code section 3502.3, at a public hearing before the City Council on **June 10, 2025**, the City will present information on the status of position vacancies at the City and the City's recruitment and retention efforts. If necessary, the City will identify any needed changes to City policies, procedures, or recruitment activities that may have led to obstacles in the hiring process. Preliminary findings indicate that vacancies in the bargaining unit do not reach the 20% threshold for presenting additional information related to such vacancies.

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Please contact Miguel Hernandez, Assistant city Manager, in writing no later than ten (10) days from the notice date if you have any concerns regarding the contents of this notice.



City of Sierra Madre AGENDA REPORT

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

Sue Spears, City Treasurer

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Laura M. Aguilar

REVIEWED BY: Miguel Hernandez, Acting City Manager

DATE: June 24, 2025

SUBJECT: **CONSIDERATION OF RE-APPOINTMENT OF COMMISSIONERS; AND CONSIDERATION OF APPOINTMENTS TO FILL VACANCIES ON SENIOR COMMUNITY COMMISSION**

STAFF RECOMMENDATION

It is recommended that the City Council reappoint Commissioners/Board Members seeking a second term on the Planning Commission and Library Board of Trustees, respectively; and direct City staff to solicit additional applications for upcoming vacancies on the Senior Community Commission.

ALTERNATIVES

- The City Council may choose to reappoint all Commissioner/Board positions that are eligible for another term.
- The City Council may take action to reappoint certain eligible Commissioner or Board positions and not reappoint other positions
- The City Council may review the current applications received for the Senior Community Commission and appoint one or both the applicants to serve a four-year term, beginning July 1, 2025.
- The City Council may direct staff to recruit for vacancies on any of the three commissions.
- Any other option desired by the City Council

EXECUTIVE SUMMARY

Sierra Madre Municipal Code Section 2.04.070 states that terms of all members of boards and

commissions created conclude on June 30th of the calendar year in which they are scheduled to expire.

The information below summarizes those positions that have completed a term and are eligible for reappointment. As directed in previous years, staff advertised that the City was accepting applications for City Commissions and Boards. During the past two months, notices have been issued notifying the public that the City is accepting applications for all City Commissions and Boards.

The Council's previously approved appointment process will be used to fill vacant Commissioner/Board members who are eligible for reappointment. If a Commissioner or Board Member is not reappointed, staff will begin recruiting for the vacancy and staff will return to a future meeting for the Council to make the appointment(s).

Pursuant to Sierra Madre Municipal Code Section 2.04.070 the City Council may remove any person from any City Commission or Board at any time without cause.

ANALYSIS

Reappointments:

The following Commissioners/Board Members are serving a term that is scheduled to expire on June 30, 2025, are eligible to serve another term, and are seeking reappointment:

<u>Name</u>	<u>Commission/Board</u>
Yong Yoo	Planning Commission
Catherine Adde	Library Board of Trustees
Laura Palmer	Library Board of Trustees

Staff recommends that the City Council re-appoint Yong Yoo, Catherine Adde, and Laura Palmer to their respective commission and board.

Anticipated Vacancies:

The following Commissioners are serving a term that is scheduled to expire on June 30, 2025; and are not eligible for an additional term on the same commission:

<u>Name</u>	<u>Commission/Board</u>
Marlene Enmark	Senior Community Commission
Patricia Krok	Senior Community Commission

City staff has advertised the upcoming vacancies at commission and Council meetings, as well as on social media platforms. The City Clerk's Office has received two applications for the upcoming vacancies. It is recommended that the City Council direct staff to continue

recruitment efforts and return once a minimum of three applications are received. Alternatively, Council may appoint the two applicants.

ENVIRONMENTAL(CEQA)

N/A

STRATEGIC PLAN CORRELATION

The appointment of commissioners and board members aligns with Council's values for collaboration, and as described in Goal 4 - Community Enrichment of the Strategic Plan. Initiative CE 4.2.3; *Foster Collaboration Between Residents and Businesses*. - This initiative aims to strengthen partnerships between residents and local businesses to address community challenges, support economic development, and enhance sustainability. Through collaborative efforts, such as joint programs, events, and mutual support, the initiative seeks to create a thriving, interconnected community where both residents and businesses work together for shared success.

PUBLIC NOTICE PROCESS

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

FISCAL IMPACT

There is no financial impact related to the discussion item. Staff time was incurred in the preparation of this staff report.



City of Sierra Madre AGENDA REPORT

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

Sue Spears, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Clare Lin, Director
Joshua Wolf, Senior Planner

REVIEWED BY: Miguel Hernandez, Acting City Manager
Aleks Giragosian, City Attorney

DATE: June 24, 2025

SUBJECT: **FACILITATING RECOVERY AFTER THE EATON FIRE:
DISCRETIONARY DEMOLITION PERMIT**

STAFF RECOMMENDATION

It is recommended the City Council provide staff with direction.

ALTERNATIVES

1. The City Council may direct staff to continue enforcement of SMMC Section 17.60.056 thereby requiring a discretionary demolition permit as applicable;
2. The City Council may direct staff to amend Urgency Ordinance No. 1480-U by expanding its applicability to all residential structures located in the city;
3. The City Council may direct staff to prepare an ordinance to suspend enforcement of the SMMC Section 17.60.056 while the City recovers from the Eaton Fire, a period that may end simultaneously with Urgency Ordinance No. 1480-U;
4. The City Council may direct staff to prepare an ordinance amendment to expand the exceptions from the requirements of the Discretionary Demolition Permit;
5. The City Council may direct staff to streamline the certificate of economic hardship process pursuant to Sierra Madre Municipal Code Section 17.60.056(G);

Section VIII of this report provides additional detail on each alternative.

EXECUTIVE SUMMARY

Following the adoption of Urgency Ordinance 1480-U, the City Council indicated its desire to expand the suspension of the discretionary demolition permit requirement to be applicable all residents, not just those structures red or yellow tagged. This report introduces a discussion on the topic of the Discretionary Demolition Permit Ordinance and its impact on the preservation of potentially historic structures and delay disaster recovery.

BACKGROUND

I. The Eaton Fire

The Eaton Fire began on January 7, 2025, in Eaton Canyon and soon spread to Sierra Madre, Pasadena, and Altadena. The fire burned 14,000 acres, destroyed more than 9,000 structures, and killed 17 people. In Sierra Madre, approximately 750 acres burned, 35 structures were destroyed or damaged, but no people were killed. On January 9, 2025, the City Council proclaimed a local emergency caused by the Eaton Fire.

The 750 acres of mostly vegetated land combined with the Santa Ana winds caused the ash, soot, and other potentially harmful particulates to spread city-wide and infiltrate the narrow openings in hundreds of aging structures, including homes. Although in the immediate response to the disaster, structures affected by the potentially harmful particulates were not counted, it is presumed that all structures in the City were impacted to some degree.

II. Urgency Ordinance No. 1480-U

On March 25, 2025, the City Council adopted Ordinance No. 1480-U, which facilitates the redevelopment of structures destroyed or damaged by the Eaton Fire and related debris flow following the 2025 Mid-February Winter Storm Event. The ordinance focuses on streamlining and reducing the cost of redevelopment, but its application is limited only to those properties which were deemed unsafe by the City's Building Official and received a red or yellow placard.

Ordinance No. 1480-U does not impact the many property owners who intend only to abate potentially harmful particulates from their homes, make home hardening improvements for fire safety, or make other improvements for resiliency may suffer unexpected delays in permitting. The Discretionary Demolition Permit Ordinance remains applicable to all structures except those deemed unsafe and damaged by the Eaton Fire. Its regulations require a historic assessment be completed prior to the permitting of almost any exterior alteration to a structure built 75 years or more prior to the application for building permit.

In their discussion of the ordinance, the City Council indicated an interest in potentially expanding its applicability beyond those homes designated as unsafe.

III. Ordinance No. 1363, the Discretionary Demolition Permit Ordinance

In March of 2015, the City Council adopted Ordinance No. 1363 ("the Discretionary Demolition Permit Ordinance") to regulate demolition activity in the city by amending, among other parts, Chapter 17.60 (Variances and Discretionary Permits) of Title 17 (Zoning)

of the Sierra Madre Municipal Code (“SMMC”) by adding Section 17.60.056 (Discretionary demolition permit). In February of 2017, Ordinance No. 1386 was adopted amending SMMC Section 17.60.056. Non-substantive amendments to SMMC Section 17.60.056 were made in May of 2019 and May of 2021. SMMC Section 17.60.056, as it currently reads, is provided in this report within Attachment A.

SMMC Section 17.60.056(C), places a limitation on demolition of structures originally built 75 years or more prior to the date of a permit application, which, as of the year 2025, applies to any newly received building permit applications for property originally built in the year 1950 or prior. SMMC Section 17.60.056(B) provides a specific definition for “demolition” as follows:

For purposes of this section, "demolition" is defined as the destruction and removal, in part or in whole, of the foundation, exterior walls, roof structure, exterior framing, exterior siding and/or finish cladding material, porches, chimney and architectural details.

In a case where such “demolition” is requested through application of a building/demolition permit, approval of a discretionary demolition permit, which is generally a discretionary action by the Director of Planning & Community Preservation, is required concurrently with the approval of the building/demolition permit. For approval of a discretionary demolition permit, an applicant must provide a written historic assessment or survey prepared by a qualified architectural historian certified by the secretary of the interior's standards. The report shall conclude whether the property being assessed is classified under the California Historic Resource Codes 1 to 5 - eligible for local listing or designation, or a contributor to an existing or potential district (SMMC §17.60.056(D)).

ANALYSIS

IV. History of Amendments to the Discretionary Demolition Permit Ordinance

In March of 2015, the Discretionary Demolition Permit Ordinance was adopted as a solution to a demonstrable increase in applications for demolition of existing housing in tandem with redevelopment, following a 45-day moratorium on the issuance of demolition permits. Ordinance No. 1360-U, since rescinded, established an interim moratorium on the demolition, in part or in whole, of single-family homes and duplexes constructed prior to 1941, allowing for certain exceptions.

As originally adopted, the Discretionary Demolition Permit Ordinance applied only to the demolition, in part or in whole, of single-family and duplex structures built 75 years or more prior to the date of an application for demolition permit. It also provided exceptions to its requirements if up to or 25% of the exterior walls of a structure would be demolished and if specific requirements were met. An amendment, adopted under Ordinance No. 1386, changed the regulation to instead apply to the demolition of any structure, not just single-family homes or duplexes, built 75 years or more prior to the date of an application. It further deleted the exception that allowed for the demolition of up to 25% or less of exterior walls, broadening the applicability of its requirements to more types of construction projects. Ordinance Nos. 1363 and 1386 are provided in this report within Attachment A.

V. Performance Review of the Discretionary Demolition Permit Ordinance

In order to understand the applicability and performance of the Discretionary Demolition Permit Ordinance, City staff gathered data on the current inventory of historic assessments that have been prepared and filed with the City since 2004. This data was compared against the original year built of all existing properties within the City, based on data available from the Los Angeles County Office of the Assessor and included on individual historic assessments. Note that the data available is limited wherein a property redeveloped may reflect a date of the new construction and not a date of original construction and therefore may not be captured in the data represented in this report. Figure 1, below, is a stacked bar chart representing the number of properties originally built for each year, 1950 and prior, and delineates those properties that have a written assessment or survey on file (“Completed”) to those that do not (“Not Completed”).

The Discretionary Demolition Permit Ordinance was adopted in March of 2015. At that time, a total of 1,182 properties were constructed 1940 and prior and therefore applicable to the requirements in the event non-excepted exterior alterations were proposed. From 2016 to 2025, that number grew to 1,811, representing structures built between 1941 and 1950 and reflecting the end of the World War II domestic housing construction moratorium and the beginning of the post-war housing boom.

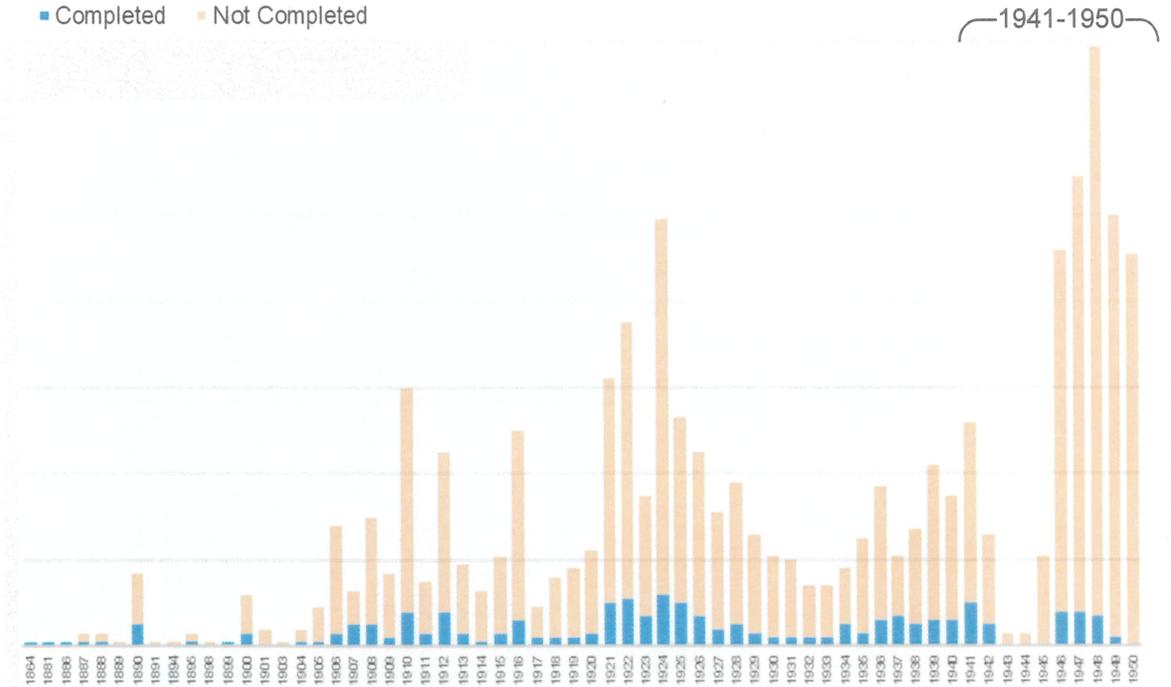


Figure 1. Historic assessments for properties originally built by year, ranging from 1864 to 1950

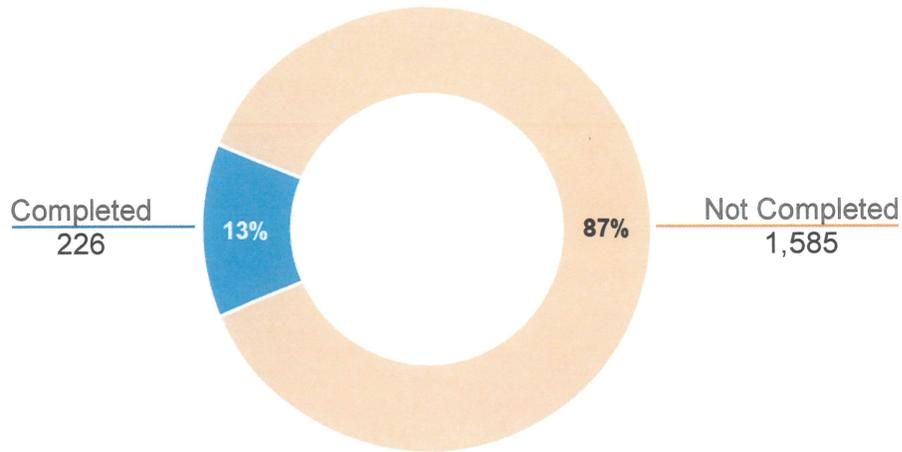


Figure 2. Proportion of properties originally built 1950 or prior with completed written historic assessments.

Figure 2, above, illustrates the proportion of properties with a written assessment or survey for all properties built 1950 or prior. Analysis indicates that there are currently 1,585 properties that may be required to complete a historic assessment, which represents 87% of all properties originally built 1950 or prior. Since the adoption of the Discretionary Demolition Permit Ordinance in 2015, the total number of assessments completed was 226 and the total number of properties coming of age has increased by 629. Figure 3, below, represents on a map which properties do and do not have completed historic assessments.

When properties are assessed, their attributes—such as physical characteristics, ownership history, and building records—are evaluated in three levels of regulatory framework: local, state, and national. Criteria for each level have some similarities and tend to be more stringent at higher levels. This means that a property found eligible for national level designation is likely to also be eligible on the state and local levels, but a property found eligible on the local level is not necessarily eligible for designation at the state or national levels.

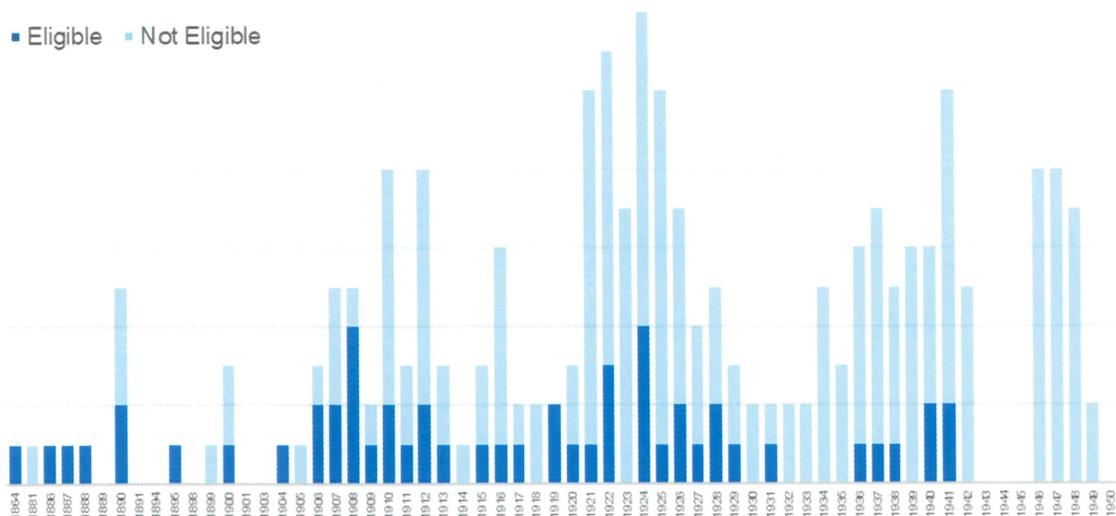


Figure 3. Eligibility outcome of written historic assessments, properties built between 1864 and 1950. Compared with Figure 1, the representation of properties with written historic assessment has been enlarged for visual clarity.

Figure 3, above, is a stacked bar chart representing the number of properties with completed written assessments or surveys for each year, 1950 and prior, and delineates those properties that are eligible for local listing or designation or a contributor to a potential district (“Eligible”) to those that are not (“Not Eligible”). Figure 4, below, illustrates the proportion of properties that are eligible among those that were assessed or surveyed.

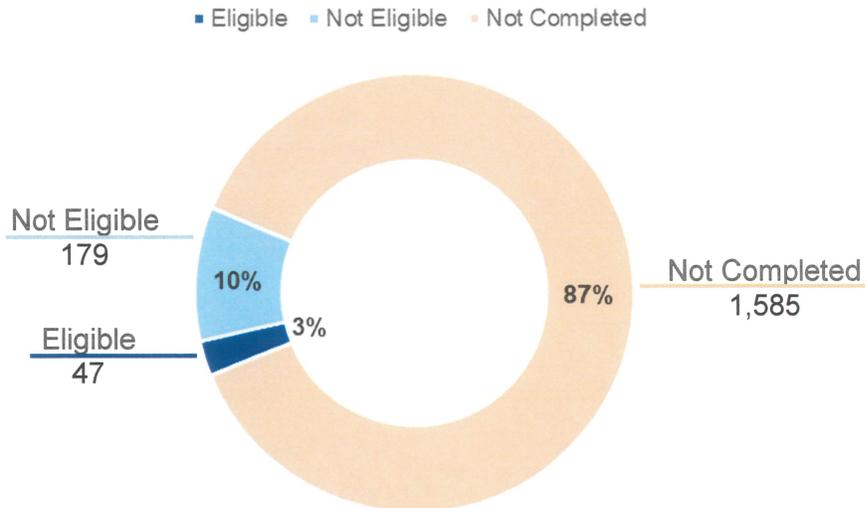


Figure 4. Proportion of properties, built 1950 or earlier, expanding upon those with written historic assessments which were determined eligible for designation as a local historic landmark.

The number of written historic assessments completed for each full year since the adoption of the Discretionary Demolition Permit Ordinance has steadily increased each year except in 2019 and 2020, as illustrated in the graph below.

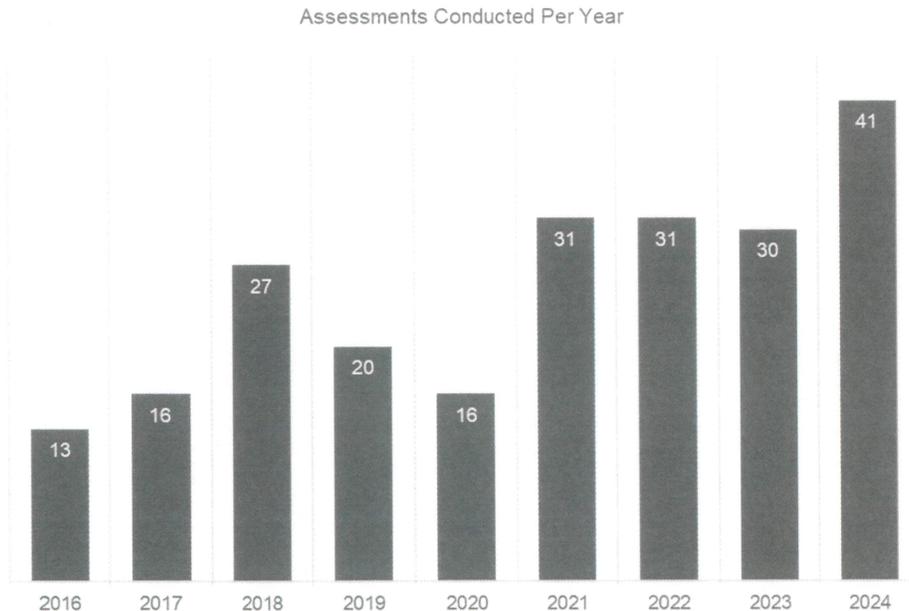


Figure 5. Number of Assessments completed in each full year since adoption of the Discretionary Demolition Permit Ordinance.

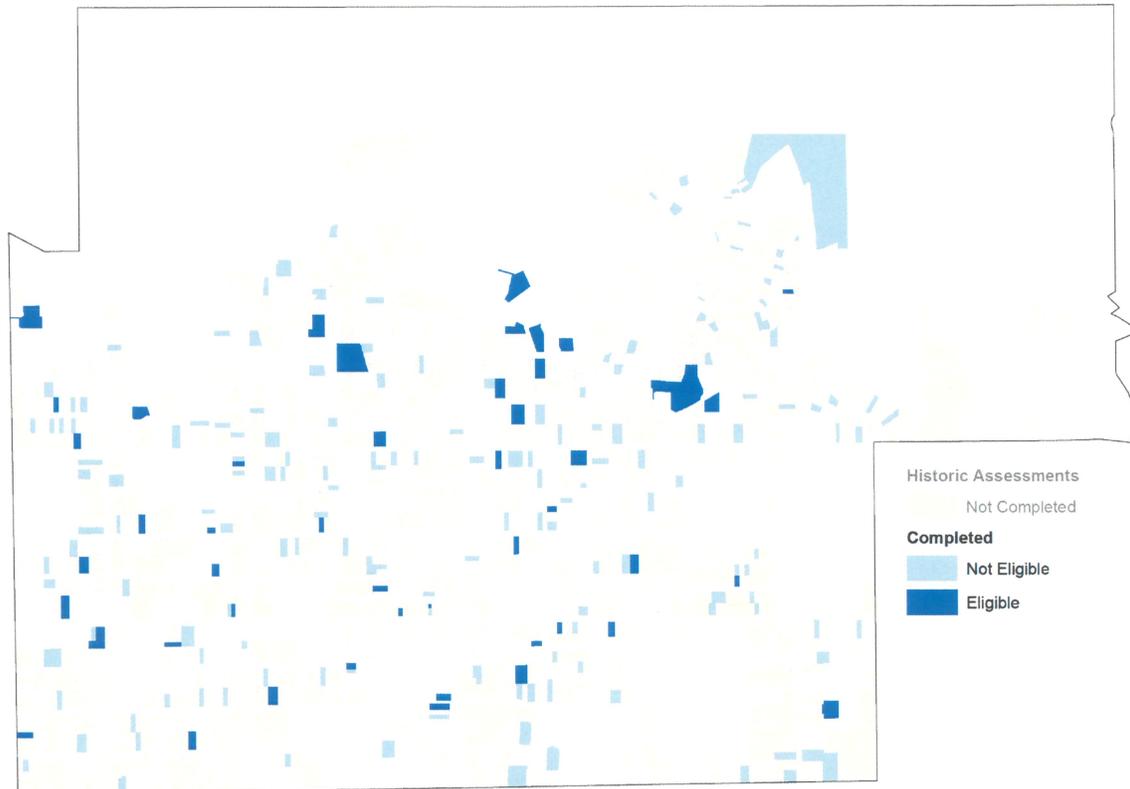


Figure 6. Map of properties built 1950 or prior illustrating where historic assessments have been completed and which properties have historic significance.

The data on properties with written historic assessments represented on a map appears randomly dispersed throughout the City. Therefore, there are no distinct locations or geographic patterns that reveal where potential historic resources may be concentrated.

In summary, of the properties with written historic assessments (226), there are 47 (20.8%) properties found to be eligible on the local level. Projecting this ratio onto the remaining properties without a written historic assessments (1,585), approximately 330 more properties, built 1950 or prior, can be estimated to be undiscovered historic resources. Furthermore, the rate of increase for the number of structures originally built 75 years ago or more outpaces the rate at which written historic assessments are completed and is expected to continue unless or until a city-wide historic survey is completed. Figures 1 through 6 enlarged are provided in this report as Attachment B.

Data available is limited in that the number of permits issued based on an exception from the requirement to gain a written historic assessment is not tracked. Furthermore, available building permit data does not facilitate the ability to delineate work that involves the replacement of building materials (such as roof or siding) from work that requires demolition to accommodate an addition or expansion of the structure.

VI. Addressing the Need for New or Modified Exceptions

In the recovery after the Eaton Fire, staff thinks the City should prioritize the community's health and safety over historic preservation. Residents city-wide, especially those who live in older structures, have experienced the infiltration of potentially harmful particulates from

the Eaton Fire and Santa Ana winds. Older homes are likely to require the removal and replacement of exterior building materials to fully remove and abate potentially harmful particulates that have entered the structural framing of the building. As homeowners begin their recovery, it is likely they do not anticipate to be met with a historic preservation requirement that extends their building permit application reviews, which are otherwise reviewed and approved over-the-counter, by three to four weeks, which is the typical time it takes to prepare a written historic assessment. City staff thinks this requirement presents a barrier to the recovery, habitability, of residences, and ask that the City Council discuss the issue and provide City staff with direction.

Furthermore, there is growing support to form a Fire Wise community which encourages homeowners to harden their homes from wildfire, which often includes retrofitting windows and vents and replacing combustible roofs and siding for materials that meet the standards for construction in a very-high fire hazard severity zone. On a regional and national level, there is anticipated a shortage in available builders and building materials and an increase to their costs, prompting homeowners to purchase supplies and sign contracts early, against recommended guidance.

VII. Sustaining Historic Preservation Practices

Staff is in contact with representatives from the United States Department of the Interior, the California Office of Historic Preservation, and the California Office of Emergency Management. Goals have been set to gather resources and information on available services and funding opportunities to prepare a city-wide historic survey at a national-level qualification and guidance on appropriate building material replacements for potentially historic structures.

At this time, the City has been offered assistance in preparing a city-wide historic survey of property for qualification on the National Register of Historic Places. In Sierra Madre, there are currently two properties on the National Register of Historic Places: the Episcopal Church of the Ascension and the Pegler, John Carlton, House. Generally, the criteria to qualify a property as eligible for listing on the National Register of Historic Places is higher than those criteria for the California Register of Historical Resources, which is higher than those criteria for the Sierra Madre Historical Landmark Register. Because the Discretionary Demolition Permit requires a historical assessment of properties within the regulatory framework of State and local guidelines, the assistance in conducting a city-wide survey of properties for potential landmarks on the National level may not fully satisfy the requirements for a Discretionary Demolition Permit approval.

VIII. Recommendations and Alternatives

The City Council is being asked to hold a discussion and provide direction to staff. The discussion is generalized to the recovery from the Eaton Fire and focused on facilitating a quick recovery through any actions related to the Discretionary Demolition Permits Ordinance. The City Council may consider the purpose of the Discretionary Demolition Permits Ordinance and its alignment with the Goals and Policies of the Sierra Madre General Plan versus the needs of the community following a disaster. From the discussion, the following recommendations and alternatives are presented for the City Council's consideration. However, the City Council is not limited to these alternatives should it prefer other alternatives.

1. The City Council may direct staff to continue enforcement of SMMC Section 17.60.056 thereby requiring a discretionary demolition permit as applicable.

Staff does not recommend this action because requirements under the Discretionary Demolition Permit Ordinance will continue to delay the quick recovery of older structures that were not red or yellow tagged after the Eaton Fire.

2. The City Council may direct staff to amend Urgency Ordinance No. 1480-U by expanding its applicability to all residential structures located in the city.

The urgency ordinance is written with streamlining provisions specifically provided for the redevelopment of properties red or yellow tagged after the Eaton Fire. Staff do not recommend amending the urgency ordinance for the purpose of expanding its provisions city-wide. Instead, staff suggest that changes be made to the Discretionary Demolition Permit regulation under Section 17.60.056 of the Sierra Madre Municipal Code.

3. The City Council may direct staff to prepare an ordinance to suspend enforcement of the Discretionary Demolition Permit Ordinance while the City recovers from the Eaton Fire, a period that may end simultaneously with Urgency Ordinance No. 1480-U.

Following the principles and purpose of the Discretionary Demolition Permit Ordinance, staff think that this alternative may be considered broad and permissive to developers who may seize an opportunity to demolish a potential historic resource.

4. The City Council may direct staff to prepare an ordinance amendment to expand the exceptions from the requirements of the Discretionary Demolition Permit.

Staff recommend that additional exception(s) include:

- Specific work, as allowed by separate resolution of the City Council, for the sole purpose of home hardening or hazardous particulates abatement. Staff recommend that a draft ordinance first be reviewed and recommended by the Planning Commission.
 - With certain limitations, structures which have a demonstrable record of exterior alterations since its original date of construction.
 - Any “demolition” that is both of the following: (1) not necessary to accommodate an addition or expansion, and (2) not visible from public view.
5. The City Council may direct staff to streamline the process for certificates of economic hardship pursuant to Sierra Madre Municipal Code Section 17.60.056(G).

If a situation arises in which appropriate replacement materials cause an economic hardship disproportionate to the value of the property, a property owner may apply for a certificate of economic hardship to authorize work described in an accompanying certificate of appropriateness. Procedurally, the request must first be reviewed by the Planning Commission, then reviewed by the City Council with recommendation from the commission, a process which may require at least sixty days due to scheduling in

advance of meetings. Staff think that certificates of economic hardship may be streamlined to reduce the processing time by allowing for bulk application consideration for review by consent at each City Council meeting, and with a bypass of the required recommendation from the Planning Commission. Because certificates of economic hardship accompany a certificate of appropriateness, a written historic assessment will remain a required component of the review.

CONSISTENCY WITH THE GENERAL PLAN

Section Two of the Land Use Element within the Sierra Madre General Plan describes the benefits of preservation and provides goals, objectives and policies as historic preservation relates to land use planning. Fundamentally, part of the Historic Preservation section of the General Plan is thought to contend with the purpose and intention of establishing a Fire Safe Council and attaining a “Fire Wise” community status. The Historic Preservation section of the General Plan, with notes from staff regarding concerns of consistency as related to hazard prevention, has been provided with this report as Attachment C.

STRATEGIC PLAN CORRELATION

The topic of this discussion indirectly correlate with Strategic Plan Goal 2 (Public Safety), Objective 2.3: Implementing Sierra Madre’s Environmental Management Program, in that the outcomes of this discussion are parallel with projects PS 2.3.1 (Annual Brush-Clearing Events), PS 2.3.2 (Annual Fire “Home Hardening” Presentation), and PS 2.3.3 (Establishment of Sierra Madre Fire Safe Council and Attainment of “Fire Wise” Status).

The topics of this discussion also indirectly correlate with Strategic Plan Goal 4 (Community Enrichment), Objective 4.1: Promoting Physical and Mental Well-being for Residents, in that suspending onerous regulations will provide relief for residents, thereby promoting mental well-being for property owners and physical well-being for residents and other occupants, but does not correlate with any initiatives under the objective.

The topics of this discussion also indirectly correlate with Strategic Plan Goal 5: Environmental Responsibility, in that it promotes sustainability of residential neighborhoods, through encouraging the replacement of aging building materials for fire-resilient materials, and investment of long-term property ownership, but does not correlate with any objectives of initiatives of this goal.

ENVIRONMENTAL IMPACT (CEQA)

This discussion is exempt from CEQA under the “common sense” exemption, per 14 CCR section 15061(b)(3) (common sense exemption) and section 15269 (emergency projects exemption).

Furthermore, this discussion and any project that may be pursued from this discussion are exempt from CEQA under the Governor’s Executive Order N-4-25, Paragraph 1, which

suspends the applicability of CEQA for “projects to repair, restore, demolish, or replace property or facilities substantially damaged or destroyed as a result of this emergency” and, under Governor’s Executive Order N-20-25, Paragraphs 2 to 4, authorizing the City to “develop guidance and procedures for implementing this Paragraph.”

FISCAL IMPACT

Staff time was spent in the preparation of this report. Staff time will be used to prepare a City Council resolution or ordinance amendment with accompanying report and it is not anticipated that additional contract services will be necessary. Publication of a notice in the Mountain Views News will be required for a public hearing of a proposed ordinance and for the adoption and effective date of an ordinance.

Providing additional exceptions and streamlining in the Discretionary Demolition Permit Ordinance facilitates the recovery and sustainable improvements of residences city-wide. Therefore, allowing homeowners to reasonably remediate their homes and make sustainable improvements protects property and community values through the reduction of risk that properties become abandoned, nuisances, or blights. Any action taken that would reduce the applicability of a discretionary demolition permit has no financial impact because processing a discretionary demolition permit is subject to full cost-recovery. There may be a reduction in revenue which will be offset by a proportionate reduction in staff costs.

PUBLIC NOTICE

This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City’s website at www.SierraMadreCA.gov.

ATTACHMENTS

- A. Legislative History on Discretionary Demolition Permits
 - A-1. Regulation as currently read (SMMC Section 17.60.056)
 - A-2. Ordinance No. 1360-U
 - A-3. Ordinance No. 1363
 - A-4. Ordinance No. 1386
- B. Figures 1 through 6 enlarged
- C. Historic Preservation Section of the General Plan, with notes

15.04.115 Section 105.7 Demolition Permits.

The following is added to Section 105 of the 2022 California Building Code.

Section 105.7 Demolition Permits.

- A. No permit for the demolition of all or any substantial portion of any building in the city shall be issued for a period of thirty days after such application is made. For the purposes of this chapter, demolition shall be considered the alteration, reconstruction, or elimination of 50% or more, of the floor area or monetary value. Projects that involve less than 50% of the alteration, reconstruction, or elimination of the floor area or monetary value may still be subject to requirements of Chapter 8.13 and/or 12.20 of this code.
- B. There is a 30-day wait period after the application is submitted.
- C. Within 10 days of the application, the applicant should submit a mitigation plan for vermin, noise, dust, asbestos, salvage, trash removal, air pollution, historic preservation, and neighborhood peace and enjoyment. Failure to submit such mitigation report may be grounds for denying such permit.
- D. Notice of the application for a demolition permit shall be made available within three days to every city council member and city official. Copies of the applicant's mitigation report shall also be made in similar fashion.
- E. Prior to the release of the demolition permit, the applicant shall demonstrate that notification of, and compliance with, the following:
 - 1. South Coast Air Quality Management District (AQMD);
 - 2. Electricity provider;
 - 3. Natural gas provider; and
 - 4. City Department of Public Works (Chapters 8.13 and 12.20.)
- F. Prior to the issuance of a demolition permit, the applicant shall file (in general terms) his/her intended reuse of the property with planning and community preservation department. Such plan shall indicate the intended use and condition of the property after the demolition of structures requested within the demolition permit is concluded.
- G. Notwithstanding any other provision of this chapter, in the event of an immediate threat to the public health, safety and welfare, the thirty-day "wait" period for the issuance of a demolition permit may be waived. Evidence of such an immediate threat shall be submitted by the applicant to the director of planning and community preservation. Upon receipt of such information, the director of planning and community preservation shall determine if an immediate threat to the public health, safety and welfare exists.
- H. The filing of any notice or report, as called for herein, is not intended to vest any discretion (under CEQA or otherwise) in the building official to deny such application. Instead, at the end of the 30-day period, such permit shall be issued unless such issuance is contrary to any law or regulation applicable at that date.
- I. To the extent, if any, that this Section 115 differs from the 2019 California Building Code (CBC), the city council finds that there are conditions unique to this city that justify such change, including high fire danger, steep hillsides, vermin infestation, wildlife and asbestos levels, the issuance of a demolition permit shall be considered a ministerial duty under the provisions of CEQA Section 15268 except for historical and unique archeological resources as outlined in CEQA Section 15064.5. If the demolition permit is for a historic structure, a cultural resources report shall be prepared at the property owner's expense.

- J. Any person, firm, or corporation demolishing a structure without a permit shall be guilty of a misdemeanor, and upon conviction of any such person shall be punishable by a fine of not more than one thousand dollars or by imprisonment in the city jail for not more than one hundred eighty days, or by both such fine and imprisonment.
- K. Demolitions of Historic Structure.
1. If a structure that is deemed to be a historic resource is demolished without a permit:
 - a) The violator shall within one year completely rebuild the demolished structure to pre-existing condition and shall submit a surety bond that shall be in amount equal to the replacement value as calculated by the department of planning and community preservation;
 - b) The city may rebuild it within said one-year period placing the costs thereof as a lien on the property which shall indemnify the city against all costs so incurred and all liabilities arising there from; or
 - c) No building or construction related permits shall be issued, and no permits or use of the property shall be allowed, from the date of demolition for a specified time period, as follows: for five years, if the structure was listed or deemed eligible for listing on the local, state, or Federal Registry of Historic Resources. In addition, for a historic structure, a cultural resources report shall be prepared at the property owner's expense. For the purposes of this section, the demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition. The owner shall have the burden of proving a different date if one is claimed. Such waiting period shall be for the purpose of consideration of rebuilding, relocation, grants, etc., for replacement.
 2. The director of planning and community preservation services shall cause notice that this section is applicable to property to be served by mail on the person shown as the owner on the rolls of the tax assessor and on any other person known to have an interest in the property, as soon as practicable after having knowledge that the provisions of this section are applicable to property. The date the city first had actual knowledge of the demolition shall be stated in the notice. The provisions of this subsection are directory only.
 3. The decision of the director of planning and community preservation that this section is applicable may be appealed by the property owner to the city council. The city council may grant relief from the requirements of this section if the demolition in violation of this section was not done to any of the following:
 - a) A building or structure deemed eligible for landmark status;
 - b) A building or structure listed or deemed eligible for listing in the National Register of Historic Places;
 - c) A building or structure listed or deemed eligible for listing in the California Register of Historical Resources;
 - d) Any cultural resource determined to have historic significance.

(Ord. 1273 § 1 (part), 2007; Ord. 1213 § 3 (Exh. 3), 2004; Ord. 1199 § 2: Ord. 1198 § 1 (E), 2003; Ord. 1142 § 2, 1997)

(Ord. No. 1347, § 1, 11-12-13; Ord. No. 1363, § 1, 3-24-15; Ord. No. 1380, § 1, 11-8-16; Ord. No. 1386, Exh. A, § 2, 2-28-17; Ord. No. 1416, § 1, 10-22-19; Ord. No. 1464, § 1, 10-25-22; Ord. No. 1466, §§ 7—10, 3-28-23)

Editor's note(s)—Section 1 of Ord. No. 1347, adopted Nov. 12, 2013, changed the title of § 15.04.115 from "Prohibitions" to "Section 105.7 Demolition Permits."

17.60.056 Discretionary demolition permit.

- A. Purpose. The purpose of the discretionary demolition permit procedure is to insure that potential historic resources are properly evaluated before they are altered or demolished.
- B. For purposes of this section, "demolition" is defined as the destruction and removal, in part or in whole, of the foundation, exterior walls, roof structure, exterior framing, exterior siding and/or finish cladding material, porches, chimney and architectural details.
- C. No structure which was constructed seventy-five years or more prior to the date of the application for review shall be demolished without a discretionary demolition permit.
- D. Procedure: Any application for a discretionary demolition permit shall be accompanied by (i) a written historic assessment or survey prepared by a qualified architectural historian certified by the secretary of the interior's standards from the list of qualified consultants on file with the planning and community preservation department which concludes that the property proposed to be demolished is not classified under the California Historic Resource Codes 1 to 5 - eligible for local listing or designation, or a contributor to an existing or potential district and (ii) an application for replacement development project consistent with the standards and requirements of the applicable zoning district, and (iii) an affidavit of posting of a sign at least three feet by four feet in size, located in a conspicuous place on the property abutting a public street or alley, identifying the property as the subject of an application for a demolition permit. Both the discretionary demolition permit and the application for the replacement development project shall be reviewed concurrently and no discretionary demolition permit shall be approved unless and until the replacement development project is approved. The reviewing body for a demolition permit shall be the same body or individual that would review and approve the accompanying replacement development project.
- E. A discretionary demolition permit may be approved if the reviewing body makes one of the following determinations:
 - 1. The structure proposed to be demolished is neither designated on the local list of historic resources nor eligible for designation as an individual resource or contributor to a district or potential district, and the replacement development project is approved; or
 - 2. The city engineer or building official or his or her designee has provided a written determination that demolition is necessary to immediately abate an imminent hazard to public safety.
- F. Exceptions. The following applications do not require a discretionary demolition permit:
 - 1. Demolition of any interior walls of any structure for the purpose of remodel, repair or maintenance, subject to any required permits;
 - 2. Removal and replacement, subject to any required permits, of exterior windows, doors, roof covering, foundation, exterior siding and/or finish cladding material, porches, chimney, architectural details and other structural or decorative elements deemed by the director to be minor alterations, where the materials used for maintenance and replacement do not materially alter the appearance, size or character of the existing structure;
 - 3. Any proposed demolition of a structure constructed less than seventy-five years from the date of the applications, which is subject to the provisions of Section 15.04.115;
 - 4. Any proposed demolition of a historic landmark which is subject to the provisions of Section 17.82.090;
 - 5. The director may rely on definitions and permitting processes in the municipal code to consider circumstances which do not meet the exact criteria defined in exceptions 1—5 above, to determine that a specific case meets the intent of one or more of the exceptions.

6. The director may refer any applications that do not require a discretionary demolition permit to the planning commission if the director determines at the director's sole discretion that the proposed development has the potential to result in significant impacts to the structure. In the event the director refers an application to the planning commission, the planning commission shall follow the requirements for a discretionary demolition permit as set forth in this chapter.
 7. Supportive housing, as defined in Government Code Section 65650, shall be a use by right under Government Code Section 65651.
- G. An applicant who does not qualify for a discretionary demolition permit under subsection E or H of this section may seek a certificate of economic hardship pursuant to Section 17.82.100.
- H. Burden of Proof on Applicant. Before any demolition permit is granted, the application shall show, to the reasonable satisfaction of the body considering such matter, the existence of the following facts:
1. That the structure proposed for demolition:
 - a. Has no local, state or national historic significance as determined by the historic resource evaluation in the form of State of California Department of Parks and Recreation (DPR) Series 523 Forms pursuant to subsection D above; or
 - b. Is deemed to be eligible for local listing or designation under the California Historic Resource Codes 1 to 5, or a contributor to an existing or potential district, and all environmental review has been conducted, and/or a historical resource evaluation report with analysis of proposed alternations to determine if a proposed project would result in a substantial adverse change to a historical resource as defined in Section 15064.5(b) of the State [of] California Environmental Quality Act (CEQA) Guidelines, allowing the project to proceed with applicable permit requirements including, but not limited to: construction of a replacement structure in substantially similar architectural style and façade, maintenance of a plaque, photographs and/or publication describing the original structure and its local, state or national historic value, or other mitigation measures described in the environmental review document or the historical resources evaluation report; or
 - c. The city engineer or building official or his or her designee has provided a written determination that demolition is necessary to immediately abate an imminent hazard to public safety.
 2. That the proposed demolition activities will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;
 3. That there is a demonstrated need for the demolition activity requested;
 4. That the result of the demolition activity is consistent with the objectives of the general plan; and
 5. That the public interest, convenience, and necessity require that the demolition activity be undertaken at the location requested.
- I. Appeal.
1. Any person may appeal a decision of the planning director to the planning commission pursuant to Section 17.60.115.
 2. Any person may appeal a decision of the planning commission to the city council pursuant to Sections 17.60.120 and 17.60.130.

(Ord. No. 1363, § 2, 3-24-15; Ord. No. 1386, Exh. A, § 1, 2-28-17; Ord. No. 1412, §§ 6, 7(Exh. A), 5-14-19; Ord. No. 1441, § 5(Exh. B), 5-11-21)

ORDINANCE NO. 1360-U

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA ESTABLISHING AN INTERIM MORATORIUM ORDINANCE PURSUANT TO GOVERNMENT CODE SECTION 65858 ON THE DEMOLITION, IN PART OR IN WHOLE, OF SINGLE-FAMILY HOMES AND DUPLEXES CONSTRUCTED PRIOR TO A DESIGNATED DATE AND DECLARING THE URGENCY THEREOF

WHEREAS, the City of Sierra Madre, which was incorporated over 107 years ago, is proud of its eclectic mix of residential architectural styles reflected in its existing neighborhoods, predominated by the natural terrain and mountain view, which lend to its character as the "village of the foothills;" and

WHEREAS, this existing housing stock—some examples of which have been deemed a historic resource and many of which may be considered potential historic resources—help to create the identify and atmosphere of community, and the City actively encourages historic preservation through the use of Mills Act contracts; and

WHEREAS, the historic and potentially historic quality and character of Sierra Madre's neighborhoods directly contributes to a healthy and safe life for residents, who walk, congregate, play and want to live in neighborhoods that have character and history; and

WHEREAS, it is estimated that 77% of the existing housing stock within Sierra Madre is 45 years old or older, thus reflecting the community's value in preservation; and

WHEREAS, in recognition of this resource, the City Council has authorized the request for proposals for the preparation of a "historic resources survey," by a professional consultant and such historic resources survey is not anticipated to be ready until mid-2015 or early 2016; and

WHEREAS, the City is simultaneously updating its General Plan and reviewing its existing zoning and development codes for protection of its resources, including water given the extraordinary drought conditions, and during this period, no new construction or development on property which does not already have existing water service connections is permitted; and

WHEREAS, the City has observed a trend in the San Gabriel Valley where developers purchase property and demolish the existing home, regardless of the home's potential historic value, in favor of new construction which, due to its style and lot coverage, does not preserve or reflect the community character and values or its potential historic resources; and

WHEREAS, in 2014, the City of Sierra Madre received applications for 14 demolitions—more than twice the average it has experienced in prior years; and in January 2015, the City has already received four applications to demolish four residential structures, including structures over 100 years old; and

WHEREAS, the City Council intends to review and update the provisions of its development and zoning code to implement new zoning and development requirements and conditions of approval which will enhance protection of its potential and historic resources, such as revisions to Chapter 17.82 regarding historic preservation and Chapter 15.04 regarding building code and permit requirements; and

WHEREAS, The dwindling number of potentially historic buildings in the City and the region, and the risk that more potentially historic buildings will be lost, represent a true danger to the health and safety of the community. If demolition of existing structures which may otherwise be considered potential or actual historic resources is allowed to occur prior to the completion of the historic resources survey and broader review of the development code (including the historic preservation ordinance building code and permit requirements), the loss of these potentially historic resources will be permanent and defeats the purpose of conducting a historic resources survey and intended preservation efforts; and

WHEREAS, these issues constitute a current and immediate threat to the public health, safety, and welfare, within the meaning of Government Code Section 65858; and

WHEREAS, Government Code Section 65858, a provision of the State Planning and Zoning Law, authorizes an interim, urgency zoning ordinance to prevent development which may be inconsistent with a plan under development—such as the City's intended survey of historic resources and current update of its General Plan and development and zoning codes to enact regulations which are protective of the City's need to preserve existing housing stock and potential and existing historic resources—pending adoption of that plan.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE FURTHER FINDS that the adoption of this Ordinance is necessary to protect the public safety, health and welfare by ensuring well-planned and water efficient development of properties in the City necessary to conserve the finite water resources for all customers and that it should adopt this interim urgency zoning ordinance as authorized by Government Code Section 65858 and

THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES ORDAIN AS FOLLOWS:

Section 1. Notwithstanding any provision of the Sierra Madre Municipal Code or any other ordinance of the City of Sierra Madre, and except as otherwise provided in this Ordinance, no person shall cause the demolition of and no demolition permit or combined building and demolition permit shall be issued for the demolition, in part or in whole, of any single-family dwelling or duplex which was constructed on or prior to December 31, 1940 on any lot in any zone within the City.

For purposes of this Ordinance, "demolition" is defined as the destruction and removal, in part or in whole, of the foundation, exterior walls or roof structure, including supporting members of a single-family dwelling or a duplex.

Section 2. The provisions of Section 1 of this Ordinance shall not apply to any of the following:

- (a) Demolition of any interior walls of any structure for the purpose of remodel, repair or maintenance, subject to any required permits;
- (b) Removal and replacement, subject to any required permits, of exterior windows, doors, roof covering, foundation or exterior siding where the materials used for maintenance and replacement do not alter the appearance, size or character of the existing structure;
- (c) Demolition, in whole or in part, where the City Engineer or Building Official or his or her designee makes a written determination that demolition is necessary to immediately abate an imminent hazard to public safety;
- (d) Demolition of up to 25% or less of a structure built prior to 1940 for the purpose of limited remodeling/addition, when all of the following conditions exist:
 - (i) the demolition is required for an addition/alteration to the structure;
 - (ii) the addition is permitted at the same time as the required demolition;
 - and
 - (iii) neither the demolished portion of the structure nor the addition will be visible from the public right-of-way or any public property.
 - (iv) the site plan and all required permits for the remodel have been approved by the applicable City reviewing authority.
- (e) Any project for which all necessary discretionary approvals have been granted and for which a demolition permit has been issued by the Building Department before the close of business on the day this Ordinance takes effect;
- (f) Any project for which a demolition permit application and an accompanying development proposal has been deemed complete before the close of business on the day this Ordinance takes effect, when all the following conditions exist:
 - (i) a written historic assessment, completed at the applicant's cost, by a licensed, certified architectural historian selected from a list maintained by the City, is provided which concludes that the property proposed to be demolished is not a local historically significant resource.

Section 3. Taking. If a person can demonstrate that the application of this ordinance to his or her property would constitute a taking in violation of the federal or California Constitution or would otherwise be unlawful, an exception to this moratorium can be made pursuant to a variance approved under Section Chapter 17.60 of the Sierra Madre Municipal Code. No variance application shall be required if the Director, in consultation with the City Attorney, determines that an exception to this Ordinance is legally required. In such case, an approval may be granted only if the approving officer or body of the City finds that the exception is legally required.

Section 4. CEQA Finding. The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption of this Ordinance, and establishment of a moratorium hereby, may have a significant effect on the environment, because the moratorium 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 5. Severability. Should any provision of this Ordinance, or its application to any person, parcel or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Ordinance or the application of this Ordinance to any other person, parcel or circumstance and, to that end, the provisions hereof are severable.

Section 6. Effective Date. This Ordinance is adopted by a 4/5 vote of the Sierra Madre City Council, shall take effect immediately upon its adoption as provided by Government Code Section 65858, and shall be of no further force at 11:59 p.m. on March 13, 2015, unless extended or terminated by further action of the City Council.

Section 7. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED, this 27th day of January, 2015 by the following vote:

AYES: MAYOR JOHN HARABEDIAN, MAYOR PRO TEM JOHN CAPOCCIA, COUNCIL MEMBERS RACHELLE ARIZMENDI, DENISE DELMAR, AND GENE GOSS

NOES: NONE

ABSENT: NONE



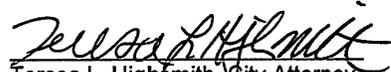
Mayor John Harabedian

ATTEST:

APPROVED AS TO FORM:



Nancy Shollenberger, City Clerk



Teresa L. Highsmith, City Attorney

ORDINANCE NO. 1363

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SIERRA MADRE, CALIFORNIA AMENDING TITLE 15 ("BUILDING AND
CONSTRUCTION") OF THE SIERRA MADRE MUNICIPAL CODE BY AMENDING
CHAPTER 15-04 ("BUILDING CODE AND PERMITS"), SECTION 15.04.115
("DEMOLITION PERMITS"); AND AMENDING TITLE 17 ("ZONING") OF THE
SIERRA MADRE MUNICIPAL CODE BY AMENDING
CHAPTER 17.60 ("VARIANCES AND CONDITIONAL USE PERMITS") BY ADDING
A NEW SECTION 17.60.056 ("DISCRETIONARY DEMOLITION PERMIT") AND
AMENDING CHAPTER 17.82 ("HISTORIC PRESERVATION"), SECTION 17.82.090
("CERTIFICATES OF APPROPRIATENESS")**

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

SECTION 1. Section 15.04.115 ("Section 105.7 Demolition Permits") of Chapter 15.04 ("Building Code and Permits") of Title 15 ("Building and Construction") is amended to read as follows:

15.04.115 - Section 105.7 Demolition Permits.

The following is added to Section 105 of the 2013 California Building Code:

Section 105.7 Demolition Permits

- A. Except for a demolition permit issued pursuant to Section 17.60.056 or certificate of appropriateness issued pursuant to Section 17.82.090, no permit for the demolition of all or any substantial portion of any building in the city shall be issued for a period of thirty days after such application is made. For the purposes of this chapter, demolition shall be considered the alteration, reconstruction, or elimination of 50% or more, of the floor area or monetary value. Projects that involve less than 50% of the alteration, reconstruction, or elimination of the floor area or monetary value may still be subject to requirements of Chapter 8.13 and/or 12.20 of this code.
- B. There is a 30 day wait period after the application is submitted.
- C. Within 10 days of the application, the applicant should submit a mitigation plan for vermin, noise, dust, asbestos, salvage, trash removal, air pollution, historic preservation, and neighborhood peace and enjoyment. Failure to submit such mitigation report may be grounds for denying such permit.
- D. Notice of the application for a demolition permit shall be made available within three days to every city councilmember and city official. Copies of the applicant's mitigation report shall also be made in similar fashion.
- E. Prior to the release of the demolition permit, the applicant shall demonstrate that notification of, and compliance with, the following:
 1. South Coast Air Quality Management District (AQMD);
 2. Electricity provider;
 3. Natural gas provider; and
 4. City Department of Public Works (Chapters 8.13 and 12.20.)
- F. Prior to the issuance of a demolition permit, the applicant shall file a site plan and application for review and approval of his/her intended reuse of the property with planning and community preservation department. Such plan shall indicate the intended use and condition of the property after the demolition of structures requested within the demolition permit is concluded ("replacement project.") No demolition permit shall issue until the applicant has obtained approval of the replacement project

- from the applicable reviewing body except when the City Engineer or Building Official or his or her designee has provided a written determination that demolition is necessary to immediately abate an imminent hazard to public safety..
- G. Notwithstanding any other provision of this chapter, in the event of an immediate threat to the public health, safety and welfare, the thirty-day "wait" period for the issuance of a demolition permit may be waived. Evidence of such an immediate threat shall be submitted by the applicant to the director of planning and community preservation. Upon receipt of such information, the director of planning and community preservation shall determine if an immediate threat to the public health, safety and welfare exists.
- H. The filing of any notice or report, as called for herein, is not intended to vest any discretion (under CEQA or otherwise) in the building official to deny such application. Instead, at the end of the thirty-day period, such permit shall be issued unless such issuance is contrary to any law or regulation applicable at that date.
- I. To the extent, if any, that this Section 115 differs from the 2013 California Building Code (CBC), the city council finds that there are conditions unique to this city that justify such change, including high fire danger, steep hillsides, vermin infestation, wildlife and asbestos levels, the issuance of a demolition permit shall be considered a ministerial duty under the provisions of CEQA Section 15268 except for historical and unique archeological resources as outlined in CEQA Section 15064.5.
- J. Penalty for demolition without permit. Any person, firm or corporation demolishing a structure without a permit shall be guilty of a misdemeanor, and upon conviction of any such person shall be punishable by a fine of not more than one thousand dollars or by imprisonment in the city jail for not more than one hundred eighty days, or by both such fine and imprisonment.
- K. Demolition of Historic Structure. No structure that is deemed to be a historic resource may be demolished without a certificate of appropriateness issued pursuant to the provisions of section 17.82.090 or a certificate of economic hardship pursuant to section 17.82.100.
1. If a structure that is deemed to be a historic resource is demolished without a permit:
 - a) The violator shall within one year completely rebuild the demolished structure to pre-existing condition and shall submit a surety bond that shall be in amount equal to the replacement value as calculated by the department of planning and community preservation;
 - b) The city may rebuild it within said one-year period placing the costs thereof as a lien on the property which shall indemnify the city against all costs so incurred and all liabilities arising there from; or
 - c) No building or construction related permits shall be issued, and no permits or use of the property shall be allowed, from the date of demolition for a specified time period, as follows: for five years, if the structure was listed or deemed eligible for listing on the local, state, or Federal Registry of Historic Resources. In addition, for a historic structure, a cultural resources report shall be prepared at the property owner's expense. For the purposes of this section, the demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition. The owner shall have the burden of proving a

- different date if one is claimed. Such waiting period shall be for the purpose of consideration of rebuilding, relocation, grants, etc., for replacement.
2. The director of planning and community preservation shall cause notice that this section is applicable to property to be served by mail on the person shown as the owner on the rolls of the tax assessor, and on any other person known to have an interest in the property, as soon as practicable after having knowledge that the provisions of this section are applicable to property. The date the city first had actual knowledge of the demolition shall be stated in the notice. The provisions of this subsection are directory only.
 3. The decision of the director that this section is applicable may be appealed by the property owner to the city council. The city council may grant relief from the requirements of this section if the demolition in violation of this section was not done to any of the following:
 - a) A building or structure deemed eligible for landmark status;
 - b) A building or structure listed or deemed eligible for listing in the National Register of Historic Places;
 - c) A building or structure listed or deemed eligible for listing in the California Register of Historical Resources;
 - d) Any cultural resource determined to have historic significance.

SECTION 2. A new Section 17.60.056 ("Discretionary Demolition Permit") of Chapter 17.60 ("Variances and Conditional Use Permits") of Title 17 ("Zoning") is added to read as follows

17.60.056- Discretionary Demolition Permit.

- A. **Purpose.** The purpose of a discretionary demolition permit procedure is to insure that potential historic resources are properly evaluated before they are altered or removed.
- B. **Definition.** For purposes of this Section, "demolition" is defined as the destruction and removal, in part or in whole, of the foundation, exterior walls or roof structure, including supporting members of a single-family dwelling or a duplex.
- C. **No single-family dwelling or duplex which was constructed 75 years or more prior to the date of the application for review shall be demolished without a discretionary demolition permit.**
- D. **Procedure:** Any application for a discretionary demolition permit shall be accompanied by (i) a written historic assessment or survey completed by a qualified historic preservation consultant selected from the list maintained by the City which concludes that the property proposed to be demolished is not classified under the California Historic Resource Codes 1 to 5 - eligible for local listing or designation, or a contributor to an existing or potential district and (ii) an application for replacement development project consistent with the standards and requirements of the applicable zoning district, and (iii) an affidavit of posting of a sign at least 3 feet by 4 feet in size, located in a conspicuous place on the property abutting a public street or alley, identifying the property as the subject of an application for a demolition permit.. Both the discretionary demolition permit and the application for the replacement development project shall be reviewed concurrently and no discretionary demolition permit shall be approved unless and until the replacement development project is approved.

1. The reviewing body for a demolition permit and accompanying replacement development project which would not require a conditional use permit under Section 17.60.030 is the planning director.
 2. The reviewing body for a demolition permit and an accompanying replacement development project which would require a conditional use permit or minor conditional use permit is the planning commission.
- E. No discretionary demolition permit shall be approved unless the reviewing body determines one of the following:
1. The residential structure proposed to be demolished is neither designated on the local list of historic resources nor eligible for designation as an individual resource or contributor to a district or potential district, and the replacement development project is approved; or
 2. The City Engineer or Building Official or his or her designee has provided a written determination that demolition is necessary to immediately abate an imminent hazard to public safety.
- F. Exceptions. The following applications do not require a discretionary demolition permit:
1. Demolition of up to 25% or less of the exterior walls of the structure, when all of the following conditions exist:
 - (i) the demolition is required for an addition/alteration to the structure that is permitted by code;
 - (ii) the addition is permitted at the same time as the required demolition;
 - (iii) neither the demolished portion of the structure nor the addition impacts the original front façade of the structure; and
 - (iv) the site plan and all required permits for the remodel have been approved by the applicable City reviewing authority.
 2. Demolition of any interior walls of any structure for the purpose of remodel, repair or maintenance, subject to any required permits;
 3. Removal and replacement, subject to any required permits, of exterior windows, doors, roof covering, foundation, exterior siding, architectural details and other structural or decorative elements deemed by the Director of Planning and Community Preservation to be minor alterations, where the materials used for maintenance and replacement do not alter the appearance, size or character of the existing structure
 4. Any proposed demolition of a structure constructed less than 75 years from the date of the applications, which is subject to the provisions of Section 15.04.115;
 5. Any proposed demolition of a historic landmark which is subject to the provisions of Section 17.82.090.
 6. The Director may rely on definitions and permitting processes in the municipal code to consider circumstances which do not meet the exact criteria defined in Exceptions 1-5 above, to determine that a specific case meets the intent of one or more of the exceptions.
- G. An applicant who does not qualify for a discretionary demolition permit under subsection E or H of this section may seek a certificate of economic hardship pursuant to section 17.82.100.
- H. Burden of Proof on Applicant. Before any demolition permit is granted, the application shall show, to the reasonable satisfaction of the body considering such matter, the existence of the following facts:
1. That the structure proposed for demolition
 - a. has no local, state or national historic significance as determined by the historic resources survey pursuant to sub-Section D.(i) above, or;

- b. is deemed to be eligible for local listing or designation under the California Historic Resource Codes 1 to 5, or a contributor to an existing or potential district, and all environmental review has been conducted that will allow the project to proceed, with identified mitigation measures, including, but not limited to construction of a replacement structure in substantially similar architectural style and façade, maintenance of a plaque, photographs and/or publication describing the original structure and its local, state or national historic value, or other mitigation measures described in the environmental review document;
 - 2. That the proposed demolition activities will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;
 - 3. That there is a demonstrated need for the demolition activity requested;
 - 4. That the result of the demolition activity is consistent with the objectives of the general plan; and
 - 5. That the public interest, convenience, and necessity require that the demolition activity be undertaken at the location requested.
- I. Appeal.
 - 1. Any person may appeal a decision of the planning director to the planning commission pursuant to Section 17.60.1115.
 - 2. Any person may appeal a decision of the planning commission to the City Council pursuant to Section 17.60.120 and 17.60.130.

SECTION 3. Section 17.82.090 ("Certificates of Appropriateness") of Chapter 17.82 ("Historic Preservation") of Title 17 ("Zoning") is amended to read as follows

17.82.090 - Certificates of appropriateness.

- A. All permits for alteration, restoration, rehabilitation, remodeling, addition, change of use, demolition or relocation of historic landmarks, which alter the exterior appearance as seen from public view shall require a certificate of appropriateness from the commission.
- B. No permits for work on a property in the process of being considered for designation shall be awarded until a certificate of appropriateness, if applicable, has been secured.
- C. All applications for certificates of appropriateness shall be submitted to the director of planning and community preservation for commission approval. The director shall forward the request to the commission within thirty days of receipt. The commission shall have sixty days to render a decision regarding the application. The applicant is encouraged to confer with the commission prior to submitting an application.
- D. The commission shall promulgate and publish such standards as are a necessary supplement to the provisions of this chapter to inform property owners and the general public of those standards of review by which applications for certificates of appropriateness are to be judged.
- E. In evaluating applications for certificates of appropriateness, the commission or the city council upon appeal shall consider the existing and proposed exterior architectural style, design, arrangement, texture, materials, and any other factors with regard to the original distinguishing architectural characteristics of the historic landmark. Using the Secretary of the Interior's Standards for Rehabilitation as a guide, the commission or city council upon appeal shall approve the issuance of a certificate of appropriateness for any proposed work if and only if it makes the following findings:

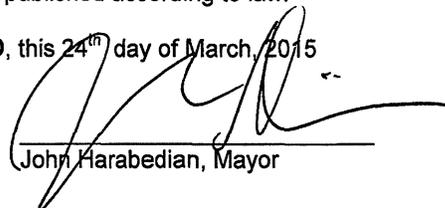
1. With regard to a historic landmark, the proposed work will neither adversely affect the integrity of the significant architectural features, nor adversely affect the historic character or value of the historic landmark.
 2. In the case of construction of a new improvement, addition, building or structure upon a designated historic landmark site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior of the historic landmark.
- F. Any request for the demolition of a designated historic landmark shall be accompanied by application for certificate of appropriateness or a certificate of economic hardship as described in Section 17.82.100
- G.. Demolition of an historic landmark may be approved only in connection with an approval of a replacement project..
- H. Applications for certificates of appropriateness shall be filed with the city's department of planning and community preservation for processing. Applications shall include specific submittal requirements as determined by the commission and made available to the applicant. Where required by the commission, applications shall also show the relationship of the proposed work to the surrounding environs. The application shall be accompanied by any other information that the commission determines is required for them to make an informed judgment of the proposed work according to the standards of review in Section 17.82.090
- I. After the permit has been issued, the building inspector shall inspect the work approved by the commission in order to assure compliance. If the work is not being performed in accordance with the certificate of appropriateness, a stop work order shall be issued and all work shall cease.

SECTION 4. 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 and potential loss of potential historic resources, 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 5. 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 6. 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 24th day of March, 2015



John Harabedian, Mayor

ATTEST:



Nancy Stollenberger, 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 10th day of March, 2015, and was adopted at its regular meeting of March 24, 2015 by the following vote:

AYES: Mayor, John Harabedian, Mayor Pro Tem, John Capoccia, Council Members, Rachelle Arizmendi, Denise Delmar and Gene Goss
NOES: None
ABSTAIN: None
ABSENT: None

Nancy Sue Shollenberger
City Clerk

ORDINANCE 1386

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA ADOPTING MUNICIPAL CODE TEXT AMENDMENT 16-05 (MCTA 16-05) AMENDING SECTION 17.60.056 ("DISCRETIONARY DEMOLITION PERMIT") OF CHAPTER 17.60 ("VARIANCES AND CONDITIONAL USE PERMITS") AND SECTIONS 15.04.115-SECTION 105.7 ("DEMOLITION PERMITS"), AND SECTION 15.52.060 ("CALCULATION OF FEES") OF CHAPTER 15.04 ("BUILDING CODE AND PERMITS") OF THE SIERRA MADRE MUNICIPAL CODE.

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

SECTION 1. Section 17.060.056 ("Discretionary Demolition Permit Requirements") of Title 17 ("Zoning"), Chapter 17.60 ("Variances and Conditional Use Permits") is hereby amended in its entirety to read as follows:

17.60.056 - Discretionary Demolition Permit.

- A. Purpose. The purpose of the discretionary demolition permit procedure is to insure that potential historic resources are properly evaluated before they are altered or demolished.
- B. For purposes of this section, "demolition is defined as the destruction and removal, in part or in whole, of the foundation, exterior walls, roof structure, exterior framing, exterior siding and/or finish cladding material, porches, chimney and architectural details.
- C. No structure which was constructed seventy-five years or more prior to the date of the application for review shall be demolished without a discretionary demolition permit.
- D. Procedure: Any application for a discretionary demolition permit shall be accompanied by (i) a written historic assessment or survey prepared by a qualified architectural historian selected from the list of qualified consultants on file with the Planning and Community Preservation Department which concludes that the property proposed to be demolished is not classified under the California Historic Resource Codes 1 to 5 - eligible for local listing or designation, or a contributor to an existing or potential district and (ii) an application for replacement development project consistent with the standards and requirements of the applicable zoning district, and (iii) an affidavit of posting of a sign at least three feet by four feet in size, located in a conspicuous place on the property abutting a public street or alley, identifying the property as the subject of an application for a demolition permit. Both the discretionary demolition permit and the application for the replacement development project shall be reviewed concurrently and no discretionary demolition permit shall be approved unless and until the replacement development project is approved. The reviewing body for a demolition permit shall be the same body or individual that would review and approve the accompanying replacement development project.
- E. A discretionary demolition permit may be approved if the reviewing body makes one of the following determinations:
 - 1. The structure proposed to be demolished is neither designated on the local list of historic resources nor eligible for designation as an individual resource or contributor to a district or potential district, and the replacement development project is approved; or
 - 2. The city engineer or building official or his or her designee has provided a written determination that demolition is necessary to immediately abate an imminent hazard to public safety.

- F. Exceptions. The following applications do not require a discretionary demolition permit:
1. Demolition of any interior walls of any structure for the purpose of remodel, repair or maintenance, subject to any required permits;
 2. Removal and replacement, subject to any required permits, of exterior windows, doors, roof covering, foundation, exterior siding and/or finish cladding material, porches, chimney, architectural details and other structural or decorative elements deemed by the director to be minor alterations, where the materials used for maintenance and replacement do not materially alter the appearance, size or character of the existing structure;
 3. Any proposed demolition of a structure constructed less than seventy-five years from the date of the applications, which is subject to the provisions of Section 15.04.115;
 4. Any proposed demolition of a historic landmark which is subject to the provisions of Section 17.82.090;
 5. The director may rely on definitions and permitting processes in the municipal code to consider circumstances which do not meet the exact criteria defined in exceptions 1—5 above, to determine that a specific case meets the intent of one or more of the exceptions.
 6. The director may refer any applications that do not require a discretionary demolition permit to the planning commission if the director determines at the director's sole discretion that the proposed development has the potential to result in significant impacts to the structure. In the event the director refers an application to the planning commission, the planning commission shall follow the requirements for a discretionary demolition permit as set forth in this Chapter.
- G. An applicant who does not qualify for a discretionary demolition permit under subsection E or H of this section may seek a certificate of economic hardship pursuant to Section 17.82.100.
- H. Burden of Proof on Applicant. Before any demolition permit is granted, the application shall show, to the reasonable satisfaction of the body considering such matter, the existence of the following facts:
1. That the structure proposed for demolition:
 - a. Has no local, state or national historic significance as determined by the historic resources survey pursuant to subsection D above; or
 - b. Is deemed to be eligible for local listing or designation under the California Historic Resource Codes 1 to 5, or a contributor to an existing or potential district, and all environmental review has been conducted, and/or a historical resources evaluation report with identified mitigation measures has been prepared that will allow the project to proceed, with a certificate of appropriateness including, but not limited to construction of a replacement structure in substantially similar architectural style and façade, maintenance of a plaque, photographs and/or publication describing the original structure and its local, state or national historic value, or other mitigation measures described in the environmental review document or the historical resources evaluation report; or
 - c. The city engineer or building official or his or her designee has provided a written determination that demolition is necessary to immediately abate an imminent hazard to public safety.
 2. That the proposed demolition activities will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;
 3. That there is a demonstrated need for the demolition activity requested;
 4. That the result of the demolition activity is consistent with the objectives of the general plan; and

5. That the public interest, convenience, and necessity require that the demolition activity be undertaken at the location requested.

I. Appeal.

1. Any person may appeal a decision of the planning director to the planning commission pursuant to Section 17.60.115.
2. Any person may appeal a decision of the planning commission to the city council pursuant to Sections 17.60.120 and 17.60.130.

(Ord. No. 1363, § 2, 3-24-15)

SECTION 2. Section 15.04.115-Section 105.7 ("Demolition Permits"), of Title 15 ("Building and Construction"), Chapter 15.04 ("Building Code and Permits") is hereby amended in its entirety to read as follows:

15.04.115 - Section 105.7 Demolition Permits.

- A. Except for a demolition permit issued pursuant to Section 17.60.056 or certificate of appropriateness issued pursuant to Section 17.82.090, no permit for the demolition of all or any substantial portion of any building in the city shall be issued for a period of thirty days after such application is made. For the purposes of this chapter, demolition shall be considered the alteration, reconstruction, or elimination of 50% or more, of the floor area or monetary value. Projects that involve less than 50% of the alteration, reconstruction, or elimination of the floor area or monetary value may still be subject to requirements of Chapter 8.13 and/or 12.20 of this code.
- B. There is a 30 day wait period after the application is submitted.
- C. Within 10 days of the application, the applicant should submit a mitigation plan for vermin, noise, dust, asbestos, salvage, trash removal, air pollution, historic preservation, and neighborhood peace and enjoyment. Failure to submit such mitigation report may be grounds for denying such permit.
- D. Notice of the application for a demolition permit shall be made available within three days to every city councilmember and city official. Copies of the applicant's mitigation report shall also be made in similar fashion.
- E. Prior to the release of the demolition permit, the applicant shall demonstrate that notification of, and compliance with, the following:
 1. South Coast Air Quality Management District (AQMD);
 2. Electricity provider;
 3. Natural gas provider; and
 4. City Department of Public Works (Chapters 8.13 and 12.20.)
- F. Prior to the issuance of a demolition permit, the applicant shall file a site plan and application for review and approval of his/her intended reuse of the property with the Planning and Community Preservation Department. Such plan shall indicate the intended use and condition of the property after the demolition of structures requested within the demolition permit is concluded ("replacement project.") No demolition permit shall issue until the applicant has obtained approval of the replacement project from the applicable reviewing body except when the City Engineer or Building Official or his or her designee has provided a written determination that demolition is necessary to immediately abate an imminent hazard to public safety.
- G. Notwithstanding any other provision of this chapter, in the event of an immediate threat to the public health, safety and welfare, the thirty-day "wait" period for the issuance of a demolition permit may be waived. Evidence of such an immediate threat shall be submitted by the applicant to the director of planning and community preservation. Upon receipt of such information, the director of planning and community preservation shall determine if an immediate threat to the public health, safety and welfare exists.

- H. The filing of any notice or report, as called for herein, is not intended to vest any discretion (under CEQA or otherwise) in the building official to deny such application. Instead, at the end of the thirty-day period, such permit shall be issued unless such issuance is contrary to any law or regulation applicable at that date.
- I. To the extent, if any, that this Section 115 differs from the 2013 California Building Code (CBC), the city council finds that there are conditions unique to this city that justify such change, including high fire danger, steep hillsides, vermin infestation, wildlife and asbestos levels, the issuance of a demolition permit shall be considered a ministerial duty under the provisions of CEQA Section 15268 except for historical and unique archeological resources as outlined in CEQA Section 15064.5.
- J. Penalty for demolition without permit. The City intends to secure compliance with regulations restricting demolition of structures without a demolition permit or certificate of appropriateness, by any of the following alternate, separate and distinct methods. Each method set forth herein is not intended to be mutually exclusive and does not prevent concurrent or consecutive methods being used to achieve compliance nor does it prevent utilization of any other enforcement mechanisms and/or penalties available by law. Each day a violation exists constitutes a separate offense.
1. Any person, firm or corporation demolishing a structure without a permit shall be guilty of a misdemeanor, and upon conviction of any such person shall be punishable by a fine of not more than one thousand dollars or by imprisonment in the city jail for not more than one hundred eighty days, or by both such fine and imprisonment.
 2. In accordance with Section 15.52.060 C, structures demolished without permits shall not be awarded impact credits toward fees charged for future development.
 3. Administrative Citation. Upon a finding that a violation of this code exists, the enforcement officer vested with the authority to enforce the various provisions of this code may issue an administrative citation under the provisions of Chapter 1.18.
 4. Restriction on development of property, pursuant to Sections 15.04.115 K, L, or M.
 5. Preparation of a historical resource evaluation report with identified mitigation measures prepared by a qualified architectural historian selected from the list of qualified consultants on file with the planning and community preservation department at the owner's expense.
- K. Demolition of Historic Structure. A structure designated as a historic resource shall not be demolished without a certificate of appropriateness issued pursuant to the provisions of Section 17.82.090 or a certificate of economic hardship pursuant to Section 17.82.100.
1. If a structure that is designated as a historic resource is wholly or partially demolished without a permit, the owner/violator shall appear before the planning commission at a show cause hearing to determine whether the unlawful demolition may be mitigated by reconstruction and restoration of the original historic resource or other mitigation measures or whether the project site shall remain undeveloped for a period of years, as set forth in subsection 2.b. below. To facilitate its decision, the commission may require the owner/violator to undertake one of more of the following and submit the results for commission determination:
 - a) Prepare a historical resource evaluation report with identified mitigation measures prepared by a qualified architectural historian selected from the list of qualified consultants on file with the planning and community preservation department at the owner's expense;
 - b) Conduct environmental review;
 - c) Apply for a certificate of appropriateness pursuant to Section 17.82.090.
 2. As a result of the show cause hearing, the planning commission may require the owner/violator to do one of the following:

- a) The violator shall within one year completely rebuild the demolished structure to its pre-existing historic character as described in the historical resources evaluation report; or
- b) No building or construction-related permits shall be issued, and no permits or use of the property shall be allowed, from the date of demolition for a period of five years; however, the owner shall immediately clean up and secure the site so that it is free from all construction debris and attractive nuisance. For the purposes of this section, the demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition. The owner shall have the burden of proving a different date if one is claimed.

The Planning Commission shall review the rebuild or replacement project in concept prior to plan check submittal.

- L. Demolition of Eligible Historic Structure. A structure that is 75 years and older and deemed to be eligible as a historic resource under the California Historic Resource Codes 1 to 5, or a contributor to an existing or potential district, shall not be demolished in whole or in part without prior environmental review and/or a historical resource evaluation report with identified mitigation measures that will allow the project to proceed with a certificate of appropriateness pursuant to the provision of section 17.82.090 and applicable demolition permit.

- 1. When an eligible historic structure is demolished without a demolition permit or certificate of appropriateness the owner shall be required to prepare a historical resource evaluation report with identified mitigation measures prepared by a qualified architectural historian selected from the list of qualified consultants on file with the Planning and Community Preservation Department at the owner's expense, and shall appear before the planning commission for a show cause hearing pursuant to Section 15.04.115K(1)(a-c):

- a) If the historical resource evaluation report determines that a partially demolished structure, if reconstructed with similar materials and as otherwise mitigated consistent with the evaluation report will result in a structure which is eligible for designation on a local, state or Federal Registry of Historic Resources, the violator shall within one year completely rebuild the demolished structure to its pre-existing condition and architectural character.
- b) No building or construction related permits shall be issued, and no permits or use of the property shall be allowed, from the date of demolition for a period of three years, if the structure was deemed eligible for listing on the local, state, or Federal Registry of Historic Resources; however, the owner shall immediately clean up and secure the site so that it is free from all construction debris and attractive nuisance. For the purposes of this section, the demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition. The owner shall have the burden of proving a different date if one is claimed.

The Planning Commission shall review the rebuild or replacement project in concept prior to plan check submittal.

- M. Demolition of Non-historic Structure. No structure shall be demolished, in whole or in part, without obtaining a demolition permit.

- 1. When a structure that is not eligible as a historic resource, or a contributing building in a potential or designated district is demolished without a demolition permit, the planning commission shall hold a show cause hearing to determine whether:
 - a) The violator shall within one year completely rebuild the demolished structure to pre-existing condition; or
 - b) No building or construction related permits shall be issued, and no permits or use of the property shall be allowed, from the date of demolition for a period of 12 months; however, the owner shall immediately clean up and secure the site so that it is free from all

construction debris and attractive nuisance. This penalty applies solely to illegal demolition of primary structures on a site and does not apply to accessory structures; and

The planning commission shall review the rebuild or replacement project in concept prior to plan check submittal.

- N. Appeal. Any interested party may appeal a decision of the planning commission pursuant to Section 54.04.115 K, L or M to the city council by filing a written request for appeal with the city clerk within 10 days from the date of the planning commission's decision.
- O. The director of planning and community preservation shall cause notice that this section is applicable to property to be served by mail on the person shown as the owner on the rolls of the tax assessor, and on any other person known to have an interest in the property, as soon as practicable after having knowledge that the provisions of this section are applicable to property. The date the city first had actual knowledge of the demolition shall be stated in the notice. The provisions of this subsection are directory only.
- P. The decision of the director of planning and community preservation that this section is applicable may be appealed by the property owner to the planning commission. The planning commission may grant relief from the requirements of this section if the demolition in violation of this section was not done to any of the following:
 - 1. A building or structure deemed eligible for landmark status;
 - 2. A building or structure listed or deemed eligible for listing in the National Register of Historic Places;
 - 3. A building or structure listed or deemed eligible for listing in the California Register of Historical Resources;
 - 4. Any cultural resource determined to have historic significance.

SECTION 3. Section 15.52.060 ("Calculation of Fees") in Chapter 15.52 ("Public Facilities Fees") is hereby amended to read as follows:

15.52.060 - Calculation of fee.

- A. The fee imposed upon a project shall be calculated by subtracting any pre-existing impact credits for that project (calculated pursuant to subsection C of this section) from the sum of the base amounts (calculated pursuant to subsection B of this section) for all uses constituting that project. If the pre-existing impact credits for a project exceed the base amounts for that project, then the fee shall be zero.
- B. A base amount shall be calculated for each residential use and each nonresidential use class on a project. With respect to any residential use, the base amount for a project shall be calculated by multiplying the number of dwelling units (after the completion of the project) on the parcels comprising the project by the then applicable residential rate. With respect to any nonresidential use class, the base amount shall be calculated by multiplying the number of square feet of each such use class (after the completion of the project) on the parcels comprising the project by the then applicable rate for such nonresidential use class.
- C. The existing impact credit for project shall be the sum of the base amounts that would be imposed on a project comprised of the structures that existed on the parcels comprising the project prior to the occurrence of the new project. No existing impact credit shall be allowed for structures demolished without required permits.
- D. The rate of the fee shall be established from time to time by resolution or ordinance of the city council in the manner required by Government Code Sections 66004 and 66018 and other applicable law.

- E. Beginning July 1, 2007, and on each July 1st thereafter, the rate of the fee shall increase without further action by the city according to the following formula:

$$\text{Council-Approved Rate} \times \frac{\text{Most Recent ENR}}{\text{ENR at Council-Approval}}$$

Where the "Council-Approved Rate" is the rate most recently established by resolution or ordinance of the city council, "Most Recent ENR" is the most recently published Construction Cost Index when the calculation is made and "ENR at Council-Approval" is the Construction Cost Index published for the month in which the council approved the "Council-Approved Rate." The city manager or his/her designee shall calculate the increased fee annually and give notice of that calculation in the manner required by law for the publication of ordinance of the city council.

SECTION 4. Consistency with the General Plan. The purpose of the amendments are consistent with the 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 neighborhood consistency. The proposed amendments are generally consistent with the goals, policies, and objectives of the General Plan in that the amendments would encourage the preservation of potential historic resources and significant architectural and historical landmarks and districts by imposing more stringent penalties for illegal demolition.

SECTION 5. 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 limitation on development in the City and protect the aesthetic character of Sierra Madre and potential loss of potential historic resources 75 years of age or older, thereby serving to reduce potential significant adverse environmental impacts. The adoption of this ordinance is, therefore exempt from California Environmental Quality Act (CEQA) review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

SECTION 6. 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 7. 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 by the City Council of the City of Sierra Madre at the regular meeting of this 28th day of February, 2017 by the following voice vote:

AYES:

NOES:

ABSTAIN:

ABSENT:


Gene Goss, Mayor

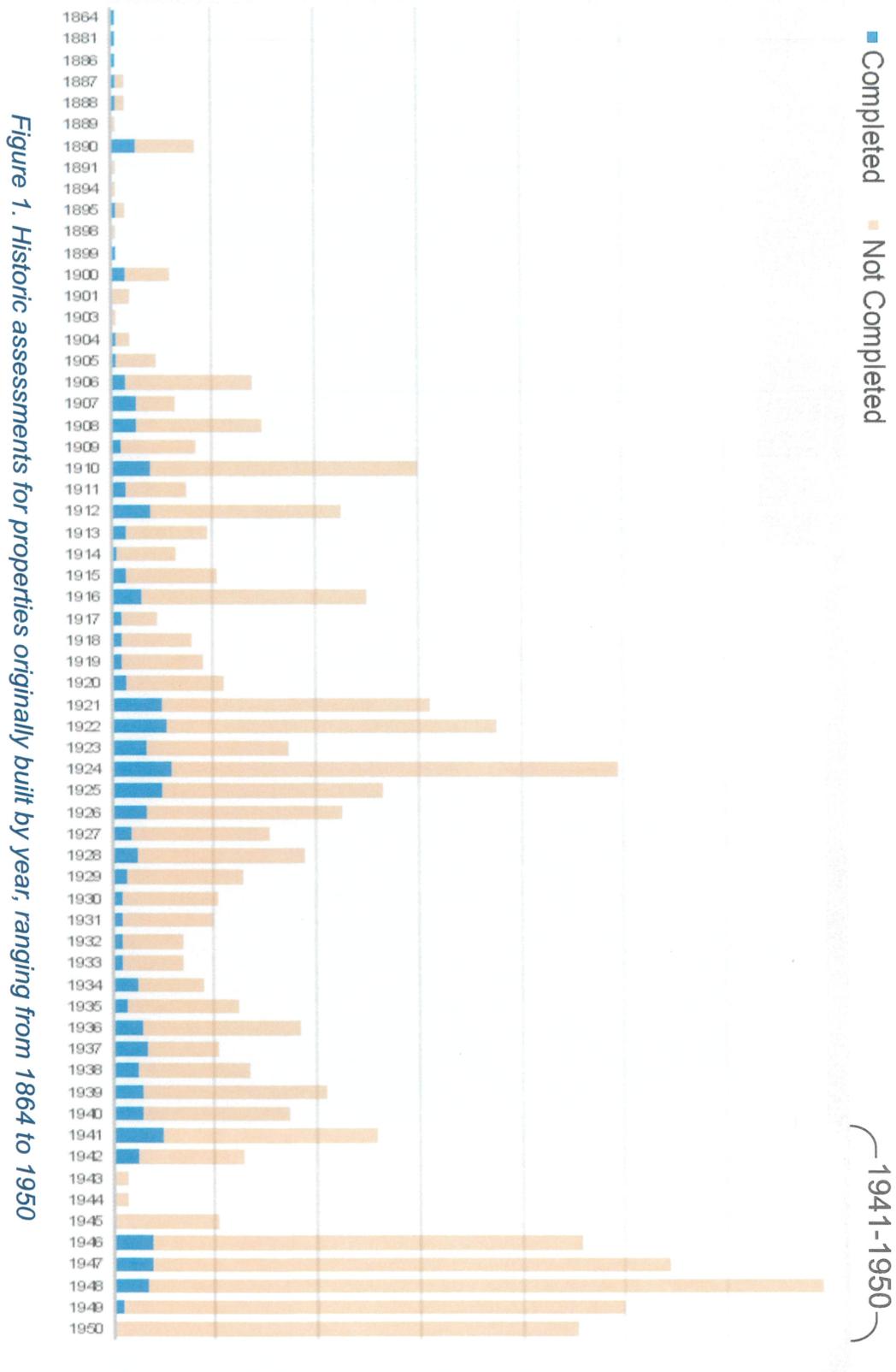
ATTEST:


Melinda Carrillo, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SIERRA MADRE)

I, Melinda Carrillo, City Clerk of the City of Sierra Madre, hereby certify that the foregoing Ordinance 1386 was introduced for first reading on February 14, 2017 and approved and adopted by said Council at its regular meeting held on the 28th day of February, 2017.

ATTACHMENT B
FIGURE 1



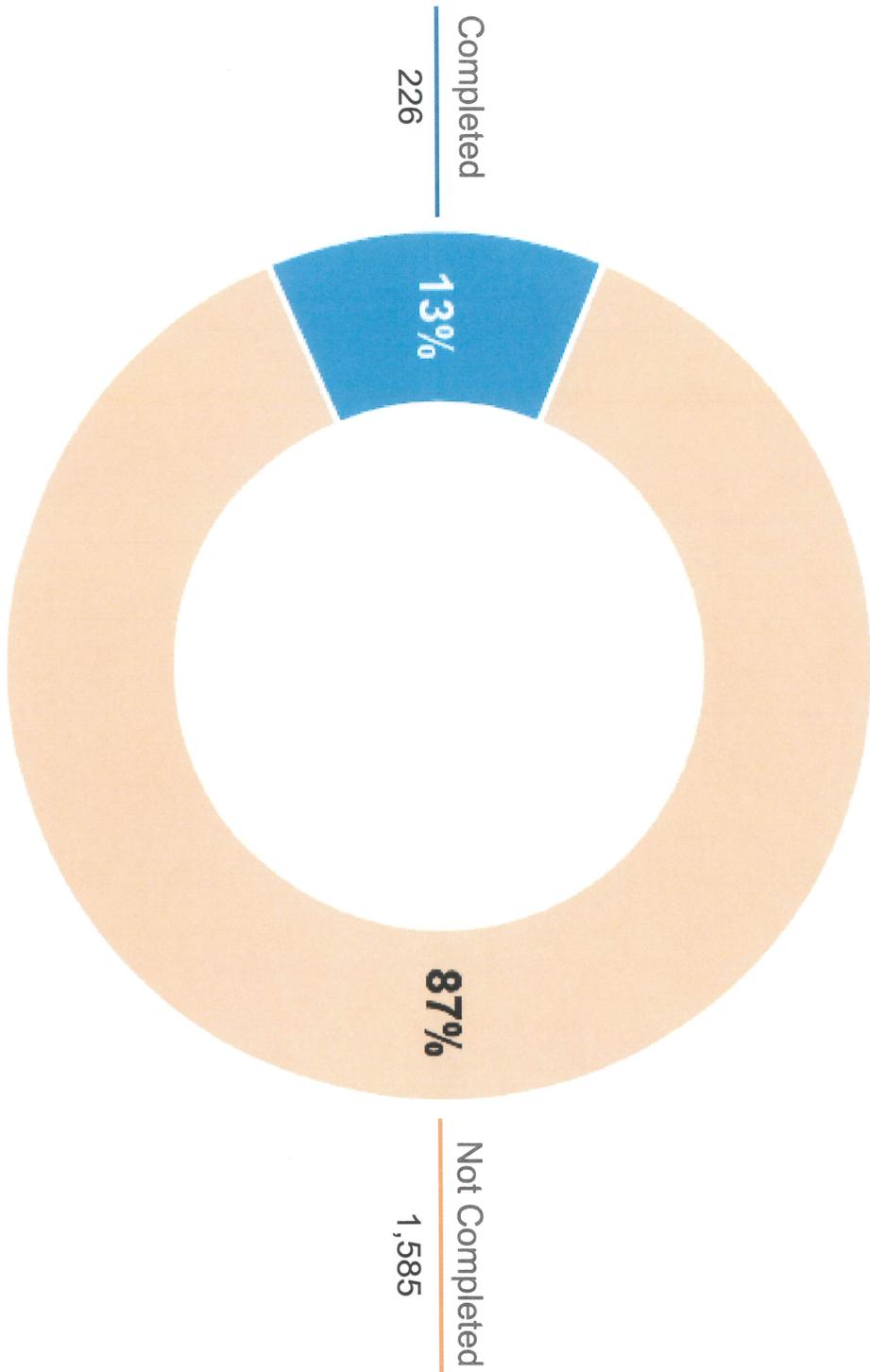


Figure 2. Proportion of properties originally built 1950 or prior with completed written historic assessments.

ATTACHMENT B
FIGURE 3

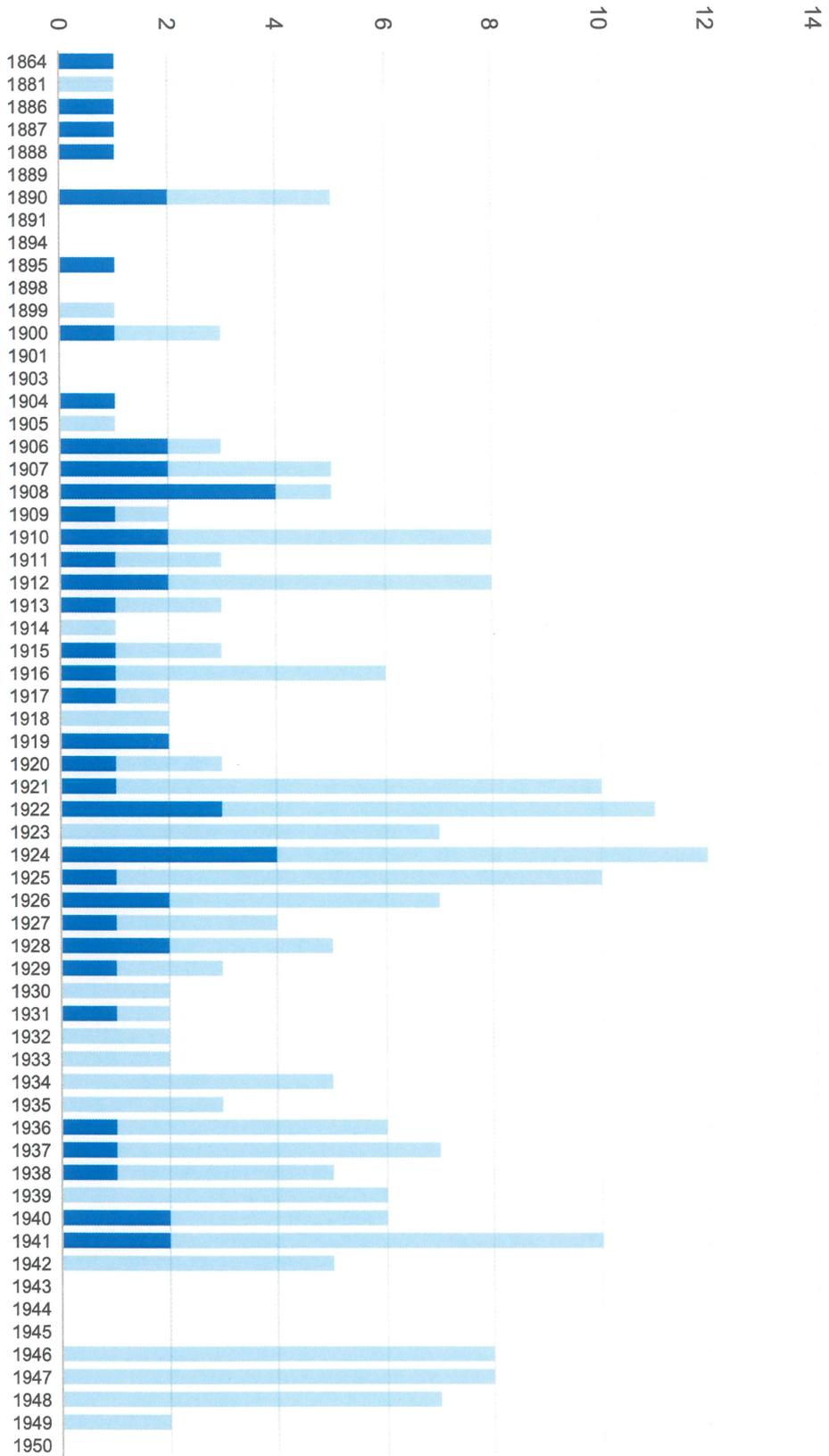


Figure 3. Eligibility outcome of written historic assessments, properties built between 1864 and 1950. Compared with Figure 1, the representation of properties with written historic assessment has been enlarged for visual clarity.

ATTACHMENT B
FIGURE 4

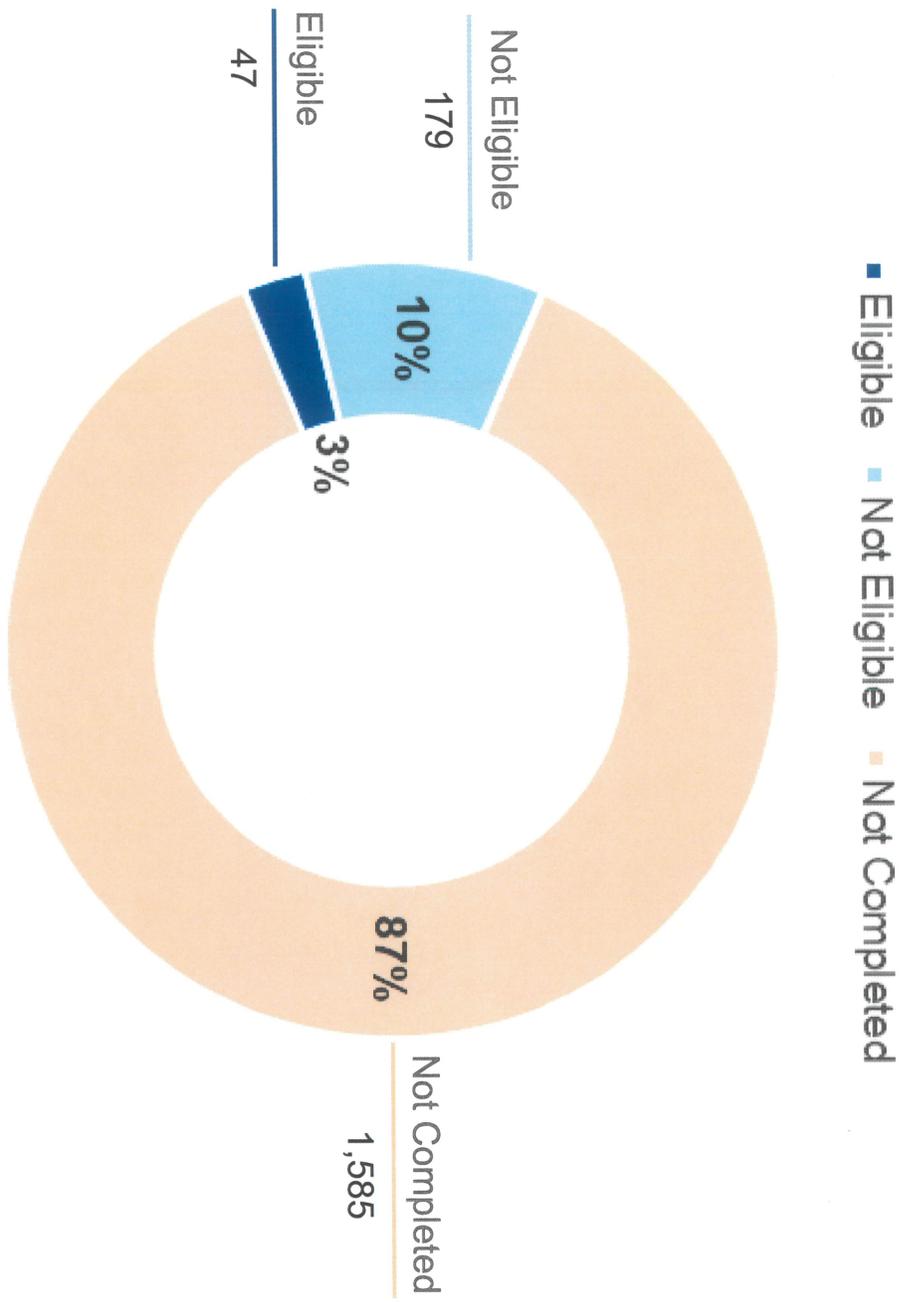


Figure 4. Proportion of properties, built 1950 or earlier, expanding upon those with written historic assessments which were determined eligible for designation as a local historic landmark.

**ATTACHMENT B
FIGURE 5**

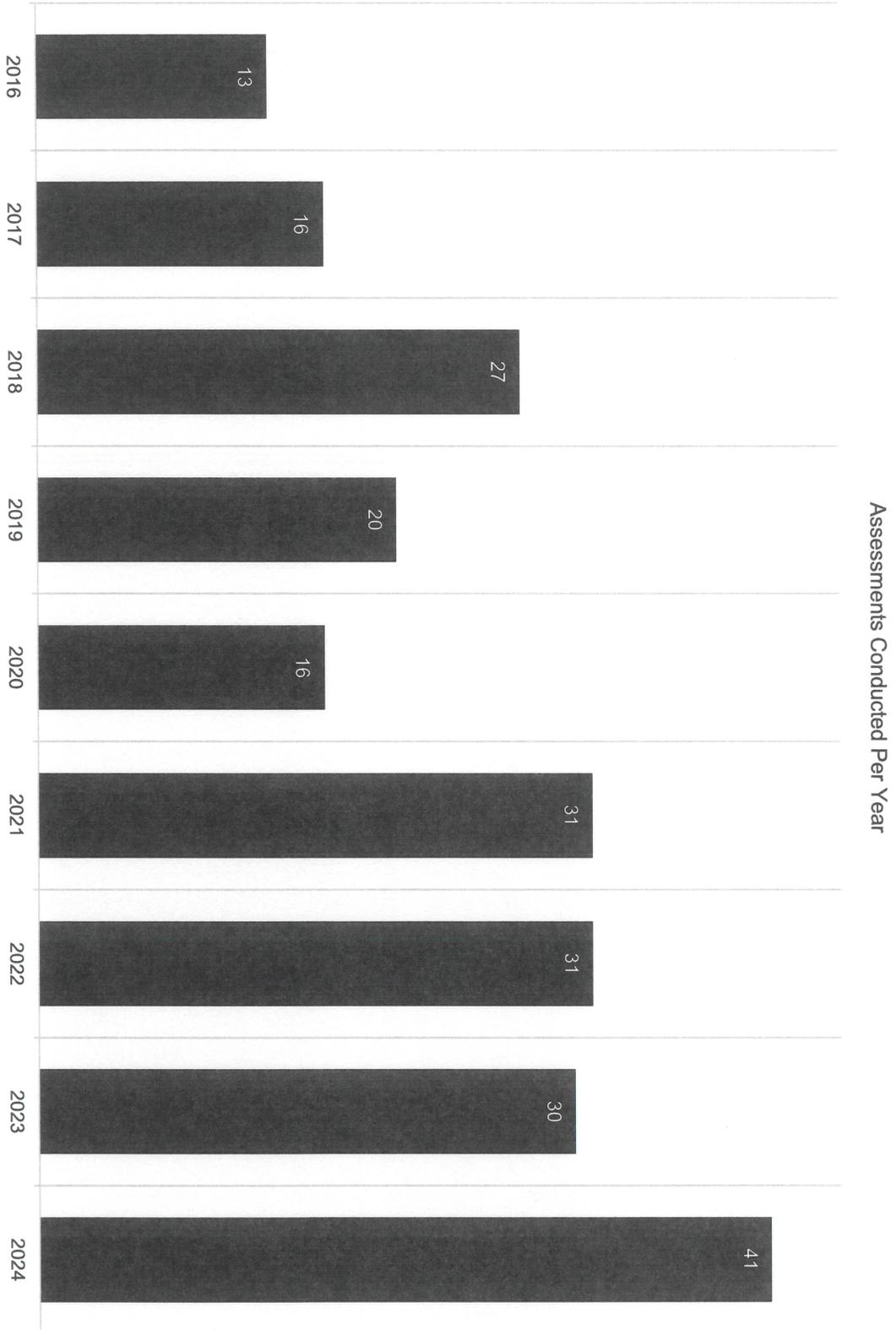
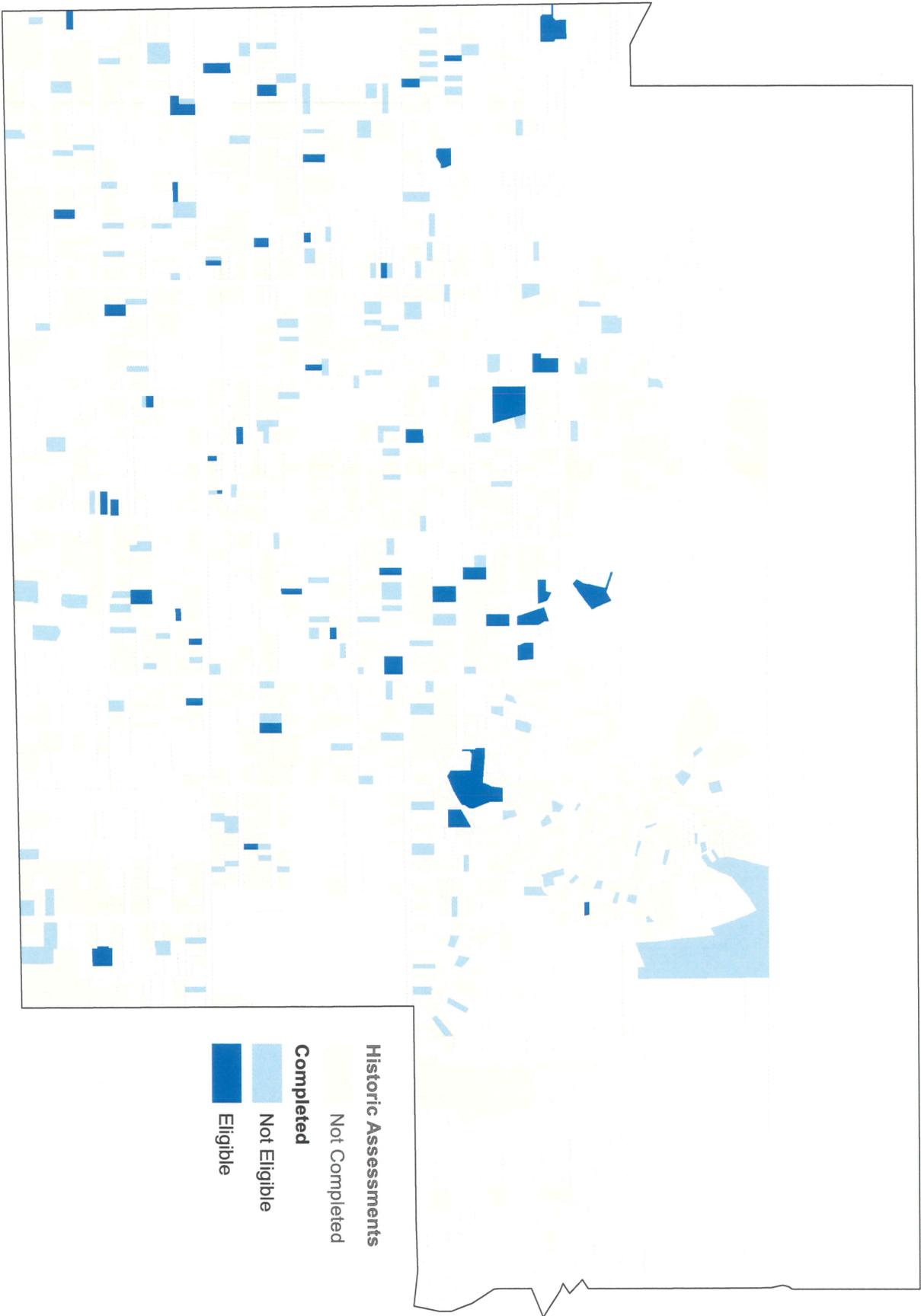


Figure 5. Number of Assessments completed in each full year since adoption of the Discretionary Demolition Permit Ordinance.



Section Two: Historic Preservation

OVERVIEW OF EXISTING CONDITIONS

Prior to the arrival of the first Europeans in the 16th century, the Los Angeles Basin was occupied by two major Native Californian cultures: the Gabrielino and Chumash.

Native American artifacts have been found in Sierra Madre, and according to the book titled "Southern California Story: Seeking the Better Life in Sierra Madre", "evidence has been found of Indians living in the northwest part of the present-day town adjacent to the mountains around Marlborough Terrace and Vista Circle." (p.7). The more recent history of Sierra Madre dates to the 1880s when the area was first settled by eastern and midwestern families who moved to the Los Angeles basin and purchased land from Nathaniel Carter.

Due to the incorporation of Arcadia and Pasadena to the east, south and west, the growth of Sierra Madre has been limited to three square miles. The development pattern was established early with the commercial area being located in the south central portion of the City and the residential neighborhoods around the core. Sierra Madre has remained a "small town" due to its size and development pattern. This is a quality that is cherished by the Sierra Madre community. The preservation of many original structures has led to a strong sense of place.

These procedures do not apply to parts of historic properties that are not visible from public view.

The Sierra Madre Historical Preservation Society and the Archives at the Sierra Madre Public Library have strived to maintain the City's historical records and work with property owners to preserve historic landmarks within the City. In 1988, the City adopted a preservation ordinance which formalized the process for designating historic properties and reviewing requests for alterations and demolitions of those properties. This ordinance was revised in 1997. (Ch. 17.82 of the Sierra Madre Municipal Code.) An ordinance establishing a Cultural Heritage

Commission was adopted at the same time. (Ch. 2.28 of Sierra Madre Municipal Code.)

Both chapters were amended in 2001 pursuant to Ordinance No. 1134. In 2002, the duties of the Cultural Heritage Commission were transferred to the Planning Commission pursuant to Ordinance No. 1192.

Although a formal survey of historic properties according to the guidelines of the State of California has not yet been conducted, many properties have been designated as historic landmarks by the City of Sierra Madre. Several others were de-designated per request of the property owners pursuant to Ordinance I-97-1, though some arguably have historic value. Many owners of historic properties are also members of the Sierra Madre Historical Preservation Society, and comprise a group of stakeholders concerned about the City's support and facilitation of historic preservation.

The City owns two historic buildings that are Interpretive Museums: the Richardson House and Lizzie's Trail Inn. Both are maintained and operated by the Sierra Madre Historical Preservation Society, and are important in the settlement and early development of the City. Two other important early buildings are within the development at One Carter/Stonegate: the Macomber Cabin and the Carter Barn. The conditions of approval for the development include measures to afford protection to these buildings. The 1939 Willis Residence, also located on the site, was designated a historical landmark in 2008.

The City of Sierra Madre participates in the Mills Act program, a State program that provides tax incentives to the property owners of designated historic properties for maintenance and improvements.

CLASSIFICATIONS OF HISTORIC RESOURCES

The following criteria may be used to identify historic resources:

Cultural. It was the site of, or is associated with local, State, or national cultural, social, economic, political, or natural history, events and/or persons significant to the history of Sierra Madre, or, it reflects significant geographical patterns, including those associated with different eras of settlement and growth,

Remains true today.

The General Plan lacks the background for this ordinance. Note that it begins with the letter "I" indicating that is an ordinance by an initiative of the people who saw the designation of properties as landmarks without the consent of the property owner as an unjust burden.

particular transportation modes, or distinctive examples of park or community planning.

Not codified.

District. It contributes to the significance of a historic area, being a geographically definable area or thematically related grouping of historic, architectural or scenic resources which contribute to each other, and are unified aesthetically by plan or physical development.

Architectural. It is representative of the work or is one of a few remaining examples of a notable builder, designer, or architect, or, it embodies distinctive characteristics of a style, type, period, or method of construction, or is a valuable example of architectural achievement or innovation, such as the use of indigenous materials or craftsmanship.

Not codified.

Scenic. It has a unique location or singular physical characteristics, or is a view or vista representing an established and familiar visual feature of a neighborhood, community, or the City of Sierra Madre. Alternately, it meets the criteria for a Cultural Landscape as defined under The Secretary of the Interior's Standards.

PRESERVATION BENEFITS

There are several benefits that help to identify the importance of historic preservation in Sierra Madre:

1. The preservation of historic resources act to revitalize and stabilize residential neighborhoods thus leading to improved maintenance and increased property values.

2. The Sierra Madre community will realize greater civic and neighborhood pride and a sense of identity as it gains a greater understanding and appreciation of the City's historic past.

Does this still hold true for all historic resources?

3. The presence of historic resources attracts visitors to the City thereby stimulating commerce.

4. Historic resources can be linked to cultural and recreational activities of the community, such as the use of the Richardson House and Lizzie's Trail Inn at the head of Mt. Wilson Trail, and the viewing of the historic Wistaria Vine each March.

5. The reuse of existing structures helps to conserve building materials and energy resources, and helps to reduce construction waste which occurs when structures are demolished 

Reuse of existing building materials is largely impractical due to the material's combustibility, such as wood shingle roof or siding material, vents that are not ember resistant, and open eaves.

6. The retention of existing historic homes and structures to limit redevelopment and reconstruction that would otherwise maximize building floor area, creating a greater demand on the City's water resources and its ability to serve its customers. 

This argument can be mitigated through the advancing water conserving features of plumbing fixtures and enforcing a water-efficient landscape ordinance.

SUMMARY OF HISTORIC PRESERVATION GOALS

1. The preservation of historic structures in the City.

OBJECTIVES AND POLICIES

The following objectives and policies promote the historic preservation goals of Sierra Madre. The implementation measures are contained in the Implementation Section at the end of the General Plan.

Objective L46: Identifying and encouraging the preservation of significant historic resources.

Policies:

- L46.1 Complete and utilize a comprehensive survey of Sierra Madre's significant historic resources according to the guidelines from the State Office of Historic Preservation.
- L46.2 Compile and maintain an inventory (historic register) of those historical resources within the City which are identified as significant.
- L46.3 Create a list of potential historic resources (those identified by the comprehensive survey under Policy L46.1) for special consideration under CEQA, to the extent that they would otherwise be exempt.

Not completed. Attempts to contract this service were made and rejected by City Council in the past due to cost.

Requires a comprehensive survey.

- L46.4 Establish special zones or districts characterized by the presence of historical structures.
- L46.5 Share historic preservation information with the public.
- L46.6 Develop an information base of preservation techniques and economic incentives for the benefit of historic property owners.

Objective L47: Preserving in the long-term significant architectural and historical landmarks and districts.

Policies:

Provisions are codified (Bed and Breakfast allowed via CUP) and adaptive reuse has been permitted for landmarks such as the Villa del Sol d'Oro.

- L47.1 Consider obtaining Certified Local Government status from the State Office of Historic Preservation.
- L47.2 Encourage property owners to submit applications to qualify appropriate properties and buildings on the National Register of Historic Places, the State Register or the City's Register of Historic Landmarks.
- L47.3 Remove constraints on the use of historic structures by allowing for adaptive reuse of historic properties, waiving development standards, and through other appropriate means.
- L47.4 Develop guidelines for rehabilitation and new construction, demolition control, and regulation of uses in designated structures. Demolition control to include payment of significant fines and recompense for destroying historic resources without having followed applicable procedures.
- L47.5 Ensure that, if and when landmarks are renovated by the property owner, it is done according to the

Secretary of the Interior's Standards, which accomplish the following:

- a. Preservation of the distinguishing features or character of the property and its environment;
- b. Allow for compatible uses which provide the maximum appreciation of the resource;
- c. Allow for renovations which complement the neighborhood or historic context within which the resource exists.

L47.6	<p>Consider the relaxation of current building and zoning codes, as necessary, to preserve significant structures, while ensuring that basic health and safety goals are met.</p>	<p>It is not recommended that efforts be made to relax Building Codes to allow combustible materials (original wood shingle roof, etc.) used on historic resources. Resiliency and sustainability can be found in appropriate alternative materials that are Building Code compliant, not in-kind replacements, but appropriate close matches.</p>
L47.7	<p>Support tax incentives, protective covenants, preservation easements, code modifications, and other methods deemed mutually agreeable by the City and the property owner which will help to preserve historic resources.</p>	
L47.8	<p>Allow for adaptive re-use of significant architectural and historical structures provided that the use is compatible with the neighborhood in which it is located and with the approval of the Planning Commission.</p>	
L47.9	<p>At such time any loans or grants are made available through public or private agencies for the purpose of renovating landmarks, assist in obtaining the grant or loan on behalf of the property owner.</p>	
L47.10	<p>Provide staff with professional historic expertise to support for the preservation program.</p>	

Perhaps this should be highlighted as a core value given the people's initiative in 2001.

- L47.11 Maintain a historic preservation ordinance which has, as its purpose, the voluntary participation of property owners in the preservation of historic resources.
- L47.12 Maintain and enact policies, regulations and programs to facilitate historic preservation.