

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



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

**Tuesday, February 9, 2016**

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

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

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

**PUBLIC COMMENT**

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

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

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

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

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

**CLOSED SESSION**

**CALL TO ORDER/ROLL CALL**

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

**PUBLIC COMMENT**

Regarding Closed Session Items

**RECESS TO CLOSED SESSION REGARDING:**

**CONFERENCE WITH LABOR NEGOTIATOR**

**Pursuant to Calif. Government Code Section 54957.6**

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

**PERSONNEL**

**Pursuant to Calif. Government Code Section 54957**

Public Employee Performance Evaluation Title: City Manager

## OPEN SESSION

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

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

### PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION

Council Member John Harabedian

### REPORT OUT FROM CLOSED SESSION

City Attorney report from the closed session.

### APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

### APPROVAL OF MINUTES

Approval of [minutes from the Regular City Council meeting on January 26, 2016](#).

### MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

### PUBLIC COMMENT

Regarding items not on the Agenda.

## ACTION ITEMS

### 1. CONSENT

- a) [ADOPTION OF RESOLUTION 16-11 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS](#)

Recommendation that the City Council approve Resolution 16-11 for approval of payment of City Warrants in aggregate amount of \$256,710.65; Library warrants in the aggregate amount of \$710.18, and payroll transfer in the aggregate amount of \$305,938.01 for fiscal year ending June 2016.

- b) [SECOND READING OF ORDINANCE 1375 AMENDING CHAPTER 17.20, CHAPTER 17.48, AND CHAPTER 17.60 OF TITLE 17 OF THE SIERRA MADRE MUNICIPAL CODE](#)

Recommendation that the City Council introduce and approve for second reading by title only, and waive further reading, Ordinance 1375 and designate the City Attorney to prepare a summary of Ordinance 1375 pursuant to Government Code Section 36933(c)(1).

- c) [CANCELLATION OF APRIL 12, 2016 CITY COUNCIL MEETING](#)

Recommendation that the City Council approve the cancellation of the April 12, 2016 City Council meeting and direct staff to pay all necessary expenses.

## **PUBLIC HEARINGS**

2. **CONSIDERATION RESOLUTION 16-09 TO APPROVE A MAP AMENDMENT MODIFYING CONDITIONS OF APPROVAL OF TENTATIVE PARCEL MAP 15-01 FOR AFFORDABLE HOUSING INCENTIVES AND A TENTATIVE PARCEL MAP FOR THE ADAPTIVE REUSE AND RENOVATION OF THE PROPERTY AT 186 WEST HIGHLAND AVENUE**

Recommendation that the City Council hold a Public Hearing and approve Resolution 16-09, reinstate the prior approval for the use of Affordable Housing Incentives and Tentative Parcel Map 15-01, and amend Public Works Condition of Approval omitting the requirement to provide a meandering sidewalk along Highland Avenue and a new sidewalk along Hermosa Avenue.
3. **APPEAL OF PLANNING COMMISSION DECISION DENYING A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW A NEW TWO-STORY, 1,322-SQUARE-FOOT RECREATION BUILDING AND ALSO ALLOW IT TO ENCROACH INTO THE REQUIRED SIDE YARD SETBACK ALONG THE EASTERN PROPERTY LINE BY NO MORE THAN 10 PERCENT, ON THE PROPERTY LOCATED AT 156 WEST HIGHLAND AVENUE**

Recommendation that the City Council hold a Public Hearing, deny the appeal and uphold the decision of the Planning Commission to deny Conditional Use Permit 15-24, pursuant to City Council Resolution 16-10.
4. **CONSIDERATION OF RESOLUTION 16-02, ESTABLISHING FEES FOR CITY PLAN CHECK, PERMITTING, AND INSPECTION SERVICES FOR WATER EFFICIENT LANDSCAPES FOR FISCAL YEAR 2015-2016**

Recommendation that the City Council hold a Public Hearing and adopt Resolution 16-02, setting plan check, permit, and inspection fees in conjunction with the Water Efficient Landscape Ordinance adopted on January 26, 2016

## **ITEMS FOR DISCUSSION**

5. **ELECTIONS CODE 9212 REPORT REPORT ANALYZING THE IMPACT OF THE "STOP THE UTILITY USERS' TAX" INITIATIVE**

Recommendation that the City Council approve the Elections Code 9212 report and direct that the initiative be placed on the April 10, 2018 ballot, unless Council takes action to schedule a Special Election.
6. **SIERRA MADRE LAW ENFORCEMENT UPDATE**

Recommendation that the City Council receive and file.
7. **CONSIDERATION OF OPTIONS FOR ACCESSING WATER FROM THE MAIN SAN GABRIEL BASIN**

Recommendation that the City Council direct staff to proceed with implementation of options 2 and 3 as presented in the staff report, with highest priority given to option 3, construction of a new well for the City of Sierra Madre in the Main San Gabriel Groundwater Basin.
8. **STRATEGIC PLAN UPDATE**

Recommendation that the City Council receive and file.

**ACTION ITEMS**

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

**PUBLIC HEARING**

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

**AVAILABILITY OF AGENDA MATERIALS**

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

**LIVE BROADCASTS**

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

**MEETING ASSISTANCE**

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

**ADJOURNMENT**

The City Council will adjourn to a Regular Meeting at this same place on Tuesday, February 23, 2016.



# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor Capoccia and Members of the City Council

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

INITIATED BY: Elisa C. Cox, Assistant City Manager *EC*  
Larry Giannone, Public Safety Director *LG*

DATE: February 9, 2016

**SUBJECT: Sierra Madre Law Enforcement Update**

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## **SUMMARY**

The City of Sierra Madre currently has nine full-time vacancies in the Police Department. This report provides information about the current status of police services in the community, timing of the vacancies and possible causes, and what the City is doing to recruit new staff. Information is also provided regarding temporary patrol assistance while the City recruits and fills vacant positions in the Police Department.

## **ANALYSIS**

### *Background*

The Sierra Madre Police Department is budgeted for 20 full-time employees, including the Police Chief and Captain. In addition there are several part-time employees who compliment the full-time staff. Over the course of several months eight full-time employees (in addition to one previous vacancy), three part-time Community Service Officers, and one part-time Police Officer, have resigned. There is the possibility that the SMPD may lose a few more employees in the upcoming months.

### *Why are Employees Leaving?*

Employees are leaving for a variety of reasons including retirement, opportunity to work for higher paying departments, and a perceived lack of job security in light of the scheduled decrease of the Utility Users Tax (UUT) and the pending revenue measure on the April ballot.

The timing for most of the resignations coincide with Budget reduction discussions associated with the decrease in the UUT and discussions regarding possible service level reductions, including the decision to further evaluate contracting with the Los Angeles County Sheriff's Department (Phase 2 Review) in October 2015. As shown in the chart

below, most resignations occurred after October 2015. Police Department employees sought employment opportunities elsewhere to ensure they would have a job and be able to care of their families.

Primary Title	Termination Date
Dispatcher	01/09/2016
Sergeant	01/04/2016
Sergeant	12/02/2015
Part-time Community Service Officer	11/25/2015
Police Officer	11/08/2015
Part-Time Police Officer	11/06/2015
Police Officer	11/02/2015
Part-time Community Service Officer	09/11/2015
Part-time Records Clerk	06/29/2015
Police Captain	05/16/2015
Dispatcher	05/02/2015
Police Officer	04/04/2015

### *Recruiting*

The City filled the full-time Captain vacancy with an internal candidate, which moved the vacancy from Captain to Sergeant. The City has been successful in recruiting Dispatchers and currently has two in training and a third starting later this month. Unfortunately, there is only one Dispatcher that can currently train the new Dispatchers, therefore Police Officers are being pulled out of patrol to assist in training the new Dispatchers. It generally takes 16-20 weeks before a Dispatcher is able to work on his/her own.

The City has consistently had Police Officer vacancies since May 2014 (resulting from a combination of staff turnover and unsuccessful applicants). Unfortunately, the City has not been able to find enough candidates who are able to pass both the testing and background process. Historically, the City has struggled with recruiting Police Officers, primarily because of the City's lower salary schedule. Applicants tend to apply to departments that are better paying. The chart below illustrates that Sierra Madre's average base pay reported to the State Controller in 2014 was 20% below the average of our neighbors; the total reported compensation was 14% below average.

2014 Average Police Officer Compensation Reported to State Controller

City	Base Pay	Overtime & Other Pay	Total Wages	Retirement	Medical	Total Benefits	Total Comp
Arcadia	96,518	65,150	161,668	45,988	12,866	58,854	220,522
Monrovia	87,986	36,378	124,364	31,124	8,855	39,979	164,343
Pasadena	109,052	14,522	123,574	38,981	15,251	54,232	177,806
San Gabriel	79,015	35,854	114,869	35,727	16,834	52,561	167,430
San Marino	80,376	21,456	101,832	31,459	7,271	38,730	140,562
So. Pasadena	98,757	35,117	133,874	19,516	7,920	27,436	161,310
Mean Average	91,951	34,746	126,697	33,799	11,500	45,299	171,996
<b>Sierra Madre</b>	<b>73,909</b>	<b>31,614</b>	<b>105,523</b>	<b>32,062</b>	<b>9,732</b>	<b>41,794</b>	<b>147,317</b>
% Difference Below	20%	9%	17%	5%	15%	8%	14%

The chart above is the “average” pay and benefits for each of the cities’ Police Officer positions only, based on the State Controllers report. (To calculate the numbers for this chart, all of the “Police Officer” compensation numbers were added together and divided by the number of Officers. No other positions were included, such as: Sergeants, Lieutenants, etc.) There are other compensation studies that would provide more accurate data, but it was not possible to complete such a study in time for this report.

The chart below just lists the starting pay for Police Officer positions, for cities that are currently recruiting.

City / Police Officer	Advertised Starting Pay
Pasadena	\$75,670
Arcadia	\$71,400
Monrovia	\$69,552
San Marino	\$69,504
San Gabriel	\$66,060
Sierra Madre	\$53,221

To compound the City’s struggle in recruiting Police Officers, cities that had reduced hiring during the recession, began recruiting with the upturn of the economy and there are more positions available than in the recent years. Cities throughout the San Gabriel Valley are experiencing higher-than-normal turnover.

The City has been using part-time Los Angeles Police Department (LAPD) Officers to backfill through an agreement with LAPD for a number of years. The program was initially very successful during the Great Recession when LAPD had limited overtime shifts; however, as overtime has increased, the LAPD officers are not as available to fill-in. Nonetheless, the City has recently hired three additional part-time LAPD Officers; their current training and schedules will allow for them to assist two or three times a month. The new part-time officers are scheduled to start this month.

The City has hired a part-time retired Police Sergeant\* to mainly focus on recruiting staff for the Police Department. One way is by working diligently with local police academies to hire new Police Recruits. Staff has visited multiple academies which has resulted in five applicants, all who graduate on or before May 3<sup>rd</sup>. Furthermore, for the first time in at least a decade, through the Recruit program, the City is offering to pay to put people through the Police Academy, in exchange for the Recruit to work for the City for three years after graduation. However, as you can see in the attached diagram, if the City hires a Recruit before he/she starts the Police Academy, it will take over a year before that employee is able to work on his/ her own. It generally takes Academy Graduates and lateral transfers 20 weeks before an employee can work on his/her own.

The City is currently publicly recruiting for Police Recruit, Police Lateral/Academy Graduate, part-time Community Services Officer, and part-time temporary Police Officer Retirees. As of February 4, 2016 there were a total of 178 submissions for Police Recruit, 114 of which have been approved for testing. Testing is scheduled at the end of this month. There are currently 18 applicants for the Police Officer Lateral / Academy Graduate position; testing will be scheduled once the City receives 25 applications. The City also has an internal recruitment open for Police Sergeants, testing will take place in March.

\*It should be noted that the City is generally not permitted to hire CalPERS retired annuitants. However, the law has a few exceptions, one of which allows the City Council to appoint a retired annuitant for an interim or temporary basis to provide extra help during an emergency to prevent stoppage of public business or to perform work of limited duration, special projects, and have specialized skills required to perform the needed work. The City's current staffing shortage in the Police Department qualifies as an emergency. Under this clause the City is currently looking for qualified retired Police personnel to temporarily assist while the City recruits and trains full-time staff.

#### *Who is Currently Patrolling the Streets?*

The Sierra Madre Police Department is currently policing the City 24 hours a day, seven days a week with its current staff. Investigative and Management Staff are supplementing patrol operations as well as help from the part-time Officer pool. Full-time staff is having to sacrifice days off, scheduled vacations, and are picking up overtime shifts to ensure the community's safety. Although the current staff is managing to keep the community patrolled at this time, the current staffing model is not sustainable. In order to continue to provide patrol coverage 24/7 in town, as well as to ensure proper rest for the existing officers, staff is diligently working to find temporary assistance from another agency while the City rebuilds the Police Department.

#### *Who could provide temporary assistance?*

Staff originally reached out to the Cities of Arcadia and Monrovia to patrol the city from 6:00 pm to 6:00 am. Staff had a tentative agreement with the City of Arcadia, but due to

a recent up-tic in burglaries in Arcadia and the Arcadia PD not being fully staffed, the Arcadia City Council determined that they needed all of their available resources in their city. Staff contacted Arcadia first, because of their proximity and familiarity with Sierra Madre. Additionally Arcadia's Computer Aided Dispatch and Record Management Systems are the same as Sierra Madre's.

Staff has reached out to the cities of Monrovia, Irwindale, Azusa, South Pasadena, San Gabriel, and San Marino, and they are all facing Police Department staffing shortages and are unable to provide consistent coverage for the City of Sierra Madre. As the writing of this report, staff was still waiting to hear if the City of Pasadena could provide patrol services to the City of Sierra Madre.

Staff has contacted the Los Angeles Sherriff's Department (LASD), who is well equipped and prepared to provide this temporary service to cities in Los Angeles County. LASD was not staff's first call as the City Council had previously directed staff to work with LASD on a Phase 2 Review, as an alternative service provider should the City's General Fund Revenues decline to the point where the City could no longer offer in-house policing services. As a general business practice it would be better to keep the temporary staffing completely separate from the Phase 2 Review; however, the City's only option may be to have the LASD provide the temporary staffing. LASD is drafting a plan for Sierra Madre's services along with the cost for such services.

There are benefits of having LASD provide temporary staffing. Staff estimates that the City will need contracted services through March 2017 to recruit and properly train new personnel for dispatch and patrol deployment. (See the attached diagrams for the process of recruiting and hiring Department staff.) Though local chiefs might offer temporary assistance in the future; collectively they cannot provide the prolonged staffing the City needs.

The LASD Supplemental Service Contract will provide dedicated nighttime patrol coverage and would ensure that specific Deputies would be assigned to Sierra Madre during the contract period, and not just randomly selected Deputies. The Sheriff's contract is not subject to time constraints - the services can be provided for as long, or as short, as needed. Furthermore, in the event of an injury, sick call, traffic collision involving a Deputy, significant use of force, or a natural disaster, the Sheriff's contract will provide continued coverage in contrast to using local agencies' officers who could be pulled out of service, leaving the City short staffed.

Staff anticipates brining a Supplemental Service Contract for nighttime patrol, to the City Council for consideration at the February 23, 2016 meeting. At this time, the contract will most likely be with the Sheriff's Department.

**PUBLIC NOTICE PROCESS**

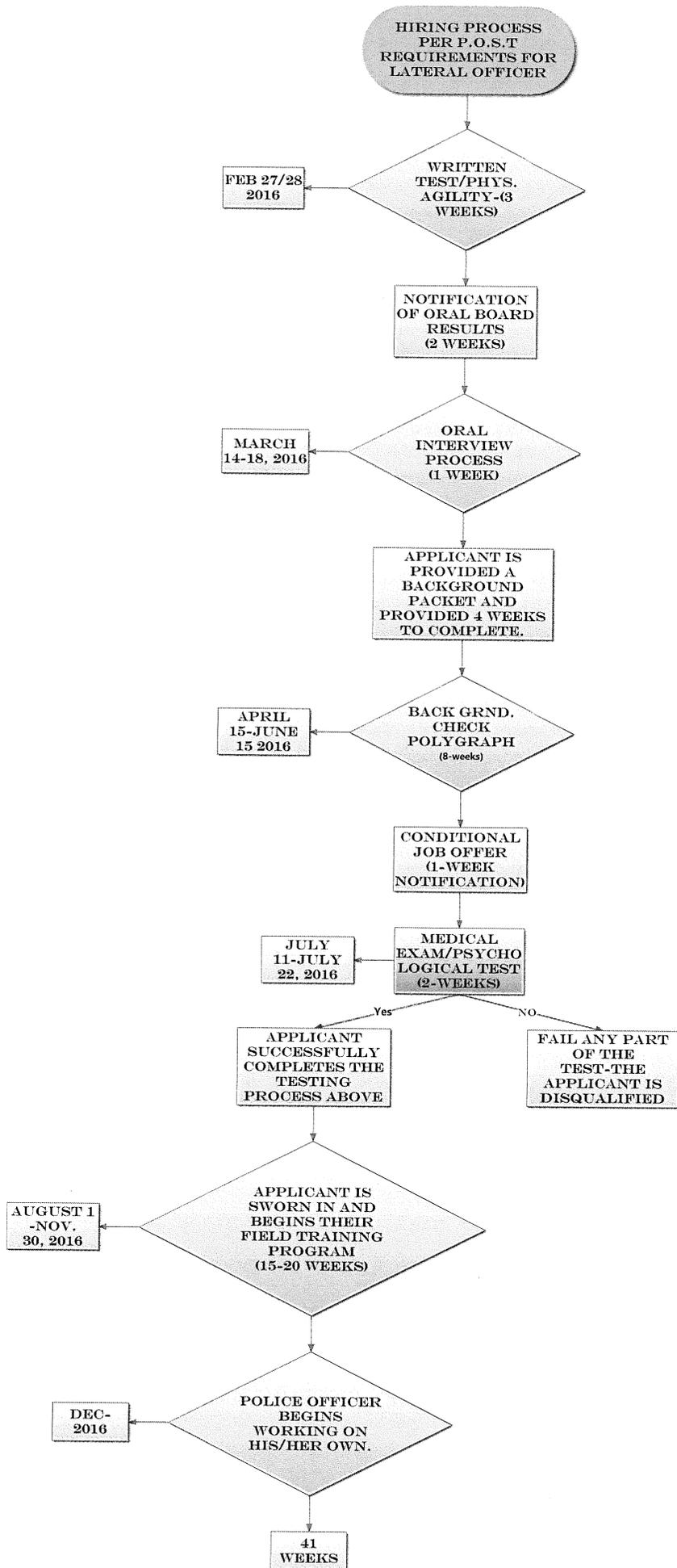
This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), at the City Hall public counter, and the Sierra Madre Public Library.

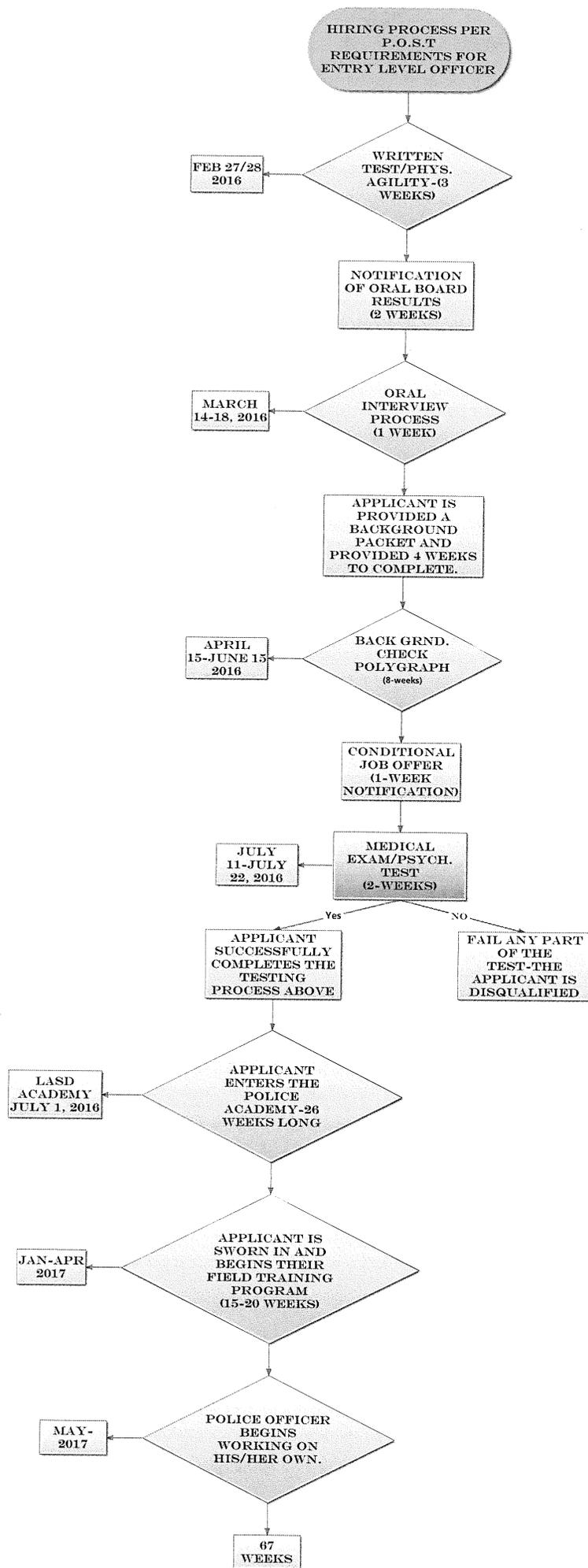
**STAFF RECOMMENDATION**

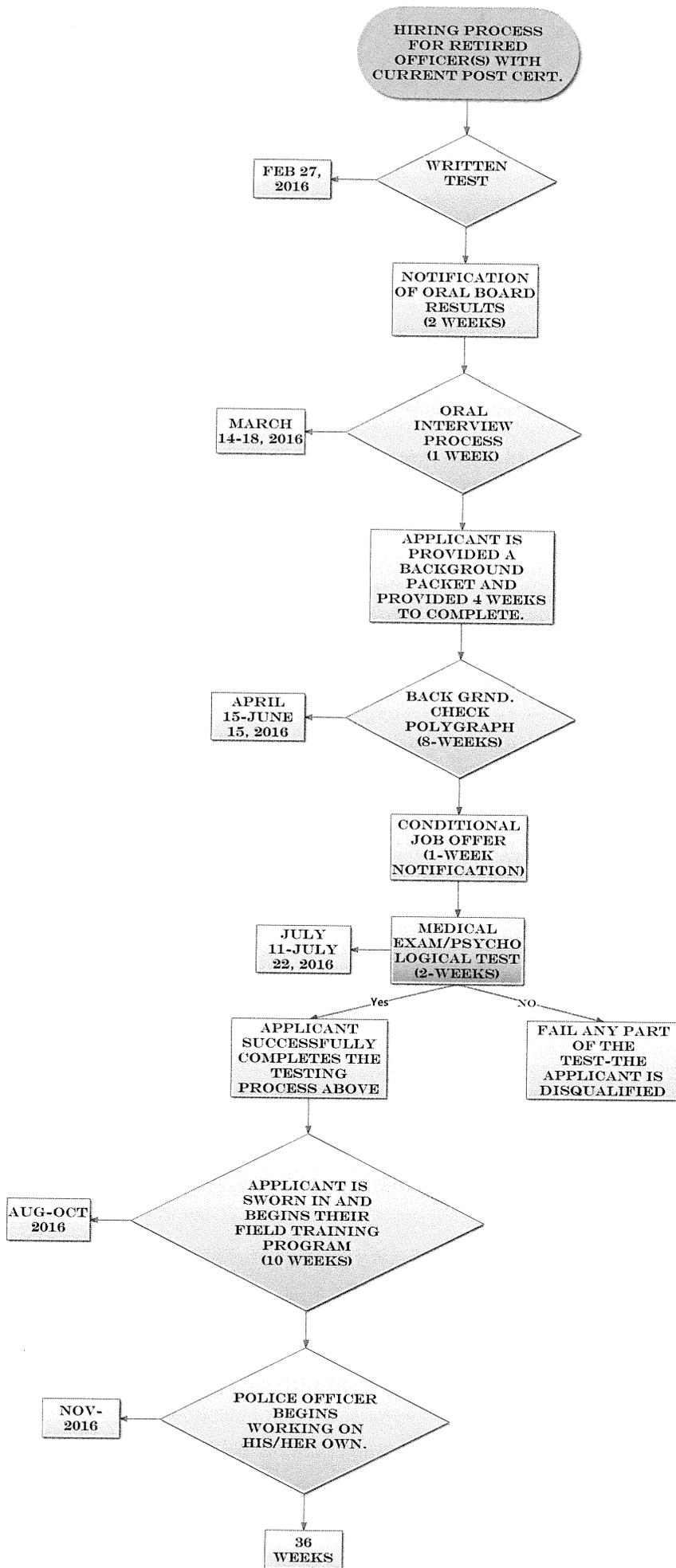
Staff recommends the City Council receive and file this informational report.

Attachments (3):

1. Hiring Process per POST Requirements for Lateral Officer
2. Hiring Process per POST Requirements for Entry Level Officer (Recruit)
3. Hiring Process for Retired Officer(s) with Current POST Cert.









# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

DATE: February 9, 2016

SUBJECT: **Elections Code 9212 Report – Report Analyzing the impact of the “Stop the Utility Users’ Tax”**

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## **SUMMARY**

Two Sierra Madre residents, Mr. Earl Richey and Mr. David McMonigle (Proponents) have circulated a petition to have an initiative measure entitled, “*Stop the Utility Users’ Tax*” placed on the ballot in an upcoming election. On January 12, 2016, the Sierra Madre City Clerk presented her certification to the City Council that a sufficient number of valid voter signatures had been collected in order to place the initiative measure on the ballot.

At the January 12, 2016 meeting, the City Council referred the initiative to staff for preparation of a “30-day report” as outlined in Elections Code Section 9212 for an analysis on the impacts and effects of the initiative ordinance. The Council deferred the decision on the date the initiative would go before the voters.

The 30-day report has been prepared by City staff and reviewed by the City Attorney. The analysis discusses the impacts and effects of the initiative pursuant to Elections Code Section 9212. The 30-day report is hereby presented on February 9, 2016, within the 30-day time frame.

## **ANALYSIS**

The attached analysis discusses the impacts and effects of the initiative. The financial impact is estimated at a \$2.5 million loss in General Funds. The analysis discusses the City’s funding sources and the City’s budget. There were three basic options to address the revenue loss, the Council could decide to:

1. Take No Action – This requires the use of General Fund Reserves to balance the City’s budget. This option is not sustainable and was not recommended.
2. Reduce Operating Costs – This requires the reduction of General Fund expenditures by \$2.5 million. This is the option that Staff used in preparing the report, and two alternatives were examined. Alternative A represents a 25% reduction in General Fund expenditures for all Departments. Alternative B

attempts to restore some funding to the Fire Department (but assumes the City-operated Paramedic program was discontinued) and restores some funding to Public Works and the Planning Departments. Under both alternatives, it was not possible to continue in-house Police services while still maintaining other non-public safety services.

3. Generate Additional Revenue – This alternative required that new revenue enhancement measures be implemented, and because most revenue enhancement measures of the magnitude needed to generate \$2.5 million would require voter approval, this alternative option was not evaluated.

Both alternatives in the report result in a significant reduction in staff. City staff provide City services and to achieve a reduction in General Fund expenditures of \$2.5 million is the equivalent of a 52% reduction in total full-time staffing, and more than a 71% reduction in General Fund staffing.

There are some variations in service under the two alternatives. Depending on the alternative, City Hall hours (open to the public) are reduced to approximately 4 hours a day, four days a week; the Planning Counter is open approximately 2 hours per day, four days a week; City special events are significantly reduced or eliminated, Police services are contracted to another agency, the Fire Department is staffed entirely with part-time staff, and under Alternative B, the City would no longer provide Paramedic services. (Paramedic services would be returned to the County.) Depending upon the alternative, Public Works staffing is reduced such that there would be reduced sidewalk and street repairs and little to no staffing for community events. Lastly, the Library would be open to the public for as much as 50% fewer hours, and Library programming would be significantly reduced.

### **FINANCIAL REVIEW**

The estimated reduction in FY 2015-2016 General Fund revenues is approximately \$1,996,000, and an additional \$529,527 is needed to balance this fiscal year's budget. The General Fund reduction target is \$2,525,527 to balance the budget. The analysis presents two alternatives that reach a \$2.5 million reduction in expenditures.

### **PUBLIC NOTICE**

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), at the City public counter, and the Sierra Madre Public Library. Notice of this item was also made by Eblast, and press releases to the local papers.

### **ALTERNATIVES**

1. The City Council may approve the Elections Code 9212 report, and direct that the initiative be placed on the April 10, 2018 ballot, unless the Council takes action to schedule a Special Election.
2. The City Council may modify the Elections Code 9212 report, approve the report, and direct that the initiative be placed on the April 10, 2018 ballot, unless the Council takes action to schedule a Special Election.

### **STAFF RECOMMENDATION**

Staff recommends the City Council approve the Elections Code 9212 report, and direct that the initiative be placed on the April 10, 2018 ballot, unless the Council takes action to schedule a Special Election.

Attachment: *Impartial Analysis of the Utility Users Tax Initiative*

**Impartial Analysis of Utility Users' Tax Initiative**

**Title of Initiative: "Stop the Utility Users' Tax ("UUT")"**

*Analysis Prepared by:*

*Elaine Aguilar, City Manager*

*Elisa Cox, Assistant City Manager*

*Marcie Medina, Finance Director*

*Toni Buckner, Interim Director of Library Services*

*Larry Giannone, Director of Public Safety, Chief of Police*

*Vincent Gonzalez, Director of Planning and Community Preservation*

*Steve Heydorff, Fire Chief*

*Bruce Inman, Director of Public Works*

*Teresa Highsmith, City Attorney*

*February 9, 2016*

## **Introduction**

Two Sierra Madre residents, Mr. Earl Richey and Mr. David McMonigle (Proponents) have circulated a petition to have an initiative measure entitled, "*Stop the Utility Users' Tax*" placed on the ballot in an upcoming election. On January 12, 2016, the Sierra Madre City Clerk presented her certification to the City Council that a sufficient number of valid voter signatures had been collected in order to place the initiative measure on the ballot.

At that time, the City Council had two options:

- 1) Pursuant to Elections Code (EC) Section 9212, order a report analyzing the impact of the ordinance on municipal operations. Staff must present the report no later than 30 days after it is ordered by the City Council. When the report is submitted to the City Council, the City Council shall order an election.
- 2) Pursuant to EC Section 1405(b), submit the ordinance, without alteration, to the voters at the General Municipal Election to be held April 10, 2018, direct the City Clerk to cause publication of the entire text of the proposed ordinance in the sample ballot.
- 3) Should the Council decide to forgo the ordering of a report analyzing the impact of the ordinance on municipal operations (Pursuant to EC 9212), the Council had the option of scheduling a special meeting, prior to January 15, 2016 to adopt the necessary resolutions to place the matter on the April 12, 2016 ballot and direct the City Clerk to cause publication of the entire text of the proposed ordinance in the sample ballot. The City Clerk would need to establish deadlines for preparation of ballot arguments and rebuttal arguments.

On January 12, 2016, the City Council selected Option 1, and referred the initiative to staff for preparation of a "30-day report" as outlined in Elections Code Section 9212 for an analysis on the impacts and effects of the initiative ordinance and deferred the decision on the date the initiative would go before the voters. If the Council had not referred the initiative for preparation of the 30-day report, per the City Clerk, there was inadequate time to place the matter on the April 12, 2016 ballot. Additionally, the Proponents did not request a Special Election and pursuant to the Elections Code, the Initiative would be placed on the April 2018 municipal election, unless the Council calls for a special election.

This 30-day report has been prepared by City staff and the City Attorney, and discusses the impacts and effects of the initiative pursuant to Elections Code Section 9212. The 30-day report is hereby presented on February 9, 2016, within the 30-day time frame.

**Full Text of the Initiative**

**“Stop the Utility Users’ Tax (“UUT”)”** initiative, referred to herein as the “The Initiative”

**Stop the Utility Users’ Tax (“UUT”)**

**THE PEOPLE OF THE CITY OF Sierra Madre DO ORDAIN AS FOLLOWS:**

**Section 1. Findings and Declarations**

**WHEREAS**, the people of the City of Sierra Madre find and declare that federal, state and local taxation has reached confiscatory levels; that unrestrained spending and regulation at all levels of government, are excessive, improvident, contrary to our rights as a free people and are thereby destructive of Life, Liberty and the pursuit of Happiness; and

**WHEREAS**, it is the intent and purpose of this initiative that the current City of Sierra Madre utility taxes be repealed.

**Section 2. Name of Measure and Effective Date**

This measure shall be known as the Stop the Utility Users’ Tax and shall become effective as provided by law.

**Section 3. Repeal of Utility Tax**

The existing Utility Users Tax as set forth in Chapter 3.36 of the Sierra Madre Municipal Code is repealed in its entirety.

**Section 4. Severability**

The provisions of this initiative are severable. If any provision of this measure or application thereof is held invalid, that invalidity shall not affect other provisions or applications if they can be given effect without the invalid provision or application.

**What the Initiative Does – From the Impartial Analysis**

The City Attorney's Impartial Analysis of the Initiative states:

The current rate for utility users' tax is 8%, which will step down to 6% on July 1, 2016. If approved by a majority of Sierra Madre voters, this initiative would repeal all current City utility users taxes, including those imposed on charges for telephone, electricity, gas, water and video services.

The City's existing utility users' taxes fund general City services, including police, paramedics, parks, libraries, streets and other public services and facilities. If voters approve the initiative, the City must either reduce funding for these programs and services or find some other funding source for them, if possible.

## Financial Impact

### Total UUT Revenue Loss

At the current UUT rate of 8%, the City's Fiscal Year 2015-2016 Budget estimates a total of \$1,996,000 will be collected, resulting in a projected General Fund deficit of \$529,527. Using the current fiscal year as an example, if the voters approve *Stop the Utility Users' Tax*, the \$1,996,000 in revenue will not be received, and it will be necessary to reduce expenditures by an additional \$529,527 to achieve a balanced General Fund budget. This is because the current fiscal year budget is not balanced, meaning expenses are greater than revenues by \$529,527. The total financial impact to balance this year's budget without a UUT is \$2,525,500.

**Figure A**

#### Current Fiscal Year 2015-2016

UUT Revenue	\$1,996,000
Current Fiscal Year Deficit (with 8% UUT)	+ \$529,527
Amount needed to balance the budget	\$2,525,527

\* Financial Information from FY 2015-2016 Annual Budget

### Addressing the Financial Impact

As explained beginning on page 7 of this report, the financial impact on the City's overall General Fund budget is significant. This fiscal year, the UUT is projected to provide 22% of General Fund Revenues as the second largest General Fund revenue source. However, the loss of this revenue is equal to a 25% reduction in all General Fund funded Departments when the deficit is included. This equates to slightly more than a 50% reduction in full-time staffing. A 50% reduction in full-time staffing requires service level reductions, along with the contracting out of some City services. The following options may be available to the City to address the financial impact.

#### No Action Option

The option to take no action would require that the City fund the \$2.525 million revenue loss by using General Fund Reserves. The actual 2013-2014 Fiscal Year-end balance in the General Fund (General Fund Reserves) including committed, unassigned and assigned reserves is \$6,446,334. If no action is taken to reduce expenditures or to find a replacement revenue, reserves would be used in the amount of approximately \$2,525,500 annually. At this amount, the City's reserves would be fully depleted in two and one half years. This would impact the City's ability to pay its expenses, as General Fund reserves are utilized throughout the fiscal year to "normalize" revenues with expenditures. Additionally, there would be no funding for emergencies, such as natural disasters. "No action" is not a sustainable option.

**Reduce Operating Costs Option**

The City could reduce General Fund costs, either by a straight percentage across the board, or in a more selective, priority-based approach. The magnitude of a \$2.5 million reduction is significant; and the options for reducing costs are limited and result in major service level reductions, or changes in how services are provided, such as contracting or outsourcing City operations. Alternative cost reductions and associated impacts are discussed beginning on page 12.

**Generate Additional Revenue Option**

A third option of addressing the revenue loss resulting from the passage of the Initiative would be to enact new revenue enhancement measures. These options are likewise limited, with most revenue sources requiring voter approval prior to implementation.

Should expenditure reductions, revenue enhancements, or some combination of the two not, at a minimum, equal the loss in financial resources (\$2,525,500), the inevitable result will be the eventual depletion of General Fund reserves, potentially leading to disincorporation or bankruptcy.

## Potential Impact on City Operations (Reduction of Expenses)

### General Fund-Restricted Funds

The City's fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. The current fiscal year began on July 1, 2015 and ends on June 30, 2016. The current fiscal year budget numbers are used throughout this report because they reflect the most accurate financial information available at this time and they reflect the City Council's current, approved financial direction, programs and policies.

It may be helpful to explain what is meant by the "General Fund", since the term is used frequently in this report. There are General Funds and Restricted Funds. Any services that cannot be funded with Restricted Funds must be funded with General Funds.

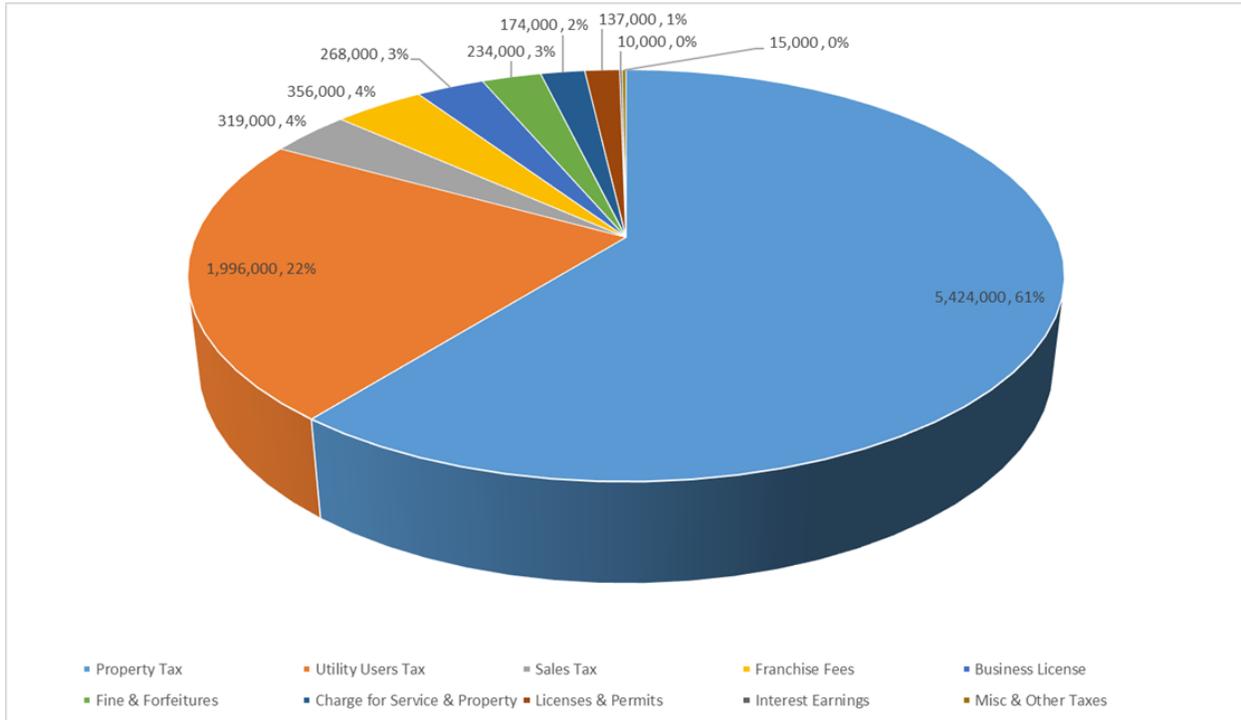
Restricted Funds, as the term implies, may only be used for specific, restricted purposes. Restricted Funds are not available to be used for any purpose the City Council desires. Examples of Restricted Funds include: Gas Tax, Proposition A, Proposition C, Water Revenue, Sewer Revenue, and grant funding that cannot be used to fund anything other than what the grantor designates. Some Restricted Fund uses are designated by the voters (Gas Tax, Proposition money); while other Restricted Funds can only be used for the purpose for which they are collected (Water or Sewer Funds). For example, Water Funds, collected on residents' bi-monthly water bills, cannot be utilized to fund the purchase of a fire engine or funding of police services; these funds can only be used for water utility related purposes. The City's Restricted Funds include a small amount of restricted revenues that may only be used for law enforcement purposes, totaling approximately \$200,000. These revenues are currently utilized as directed by state law, for specific law enforcement operations; other than these limited Restricted Funds, law enforcement services are funded by General Funds.

General Funds can be used for any municipal purpose. General Funds can be used for the general operations of the City and to fund basic City services such as Police, Library, Fire, and Recreational services. The City Council has the most discretion regarding how these funds are used because the funds can be used for any municipal purpose the City Council designates. Examples of revenue sources for General Funds include: Property Taxes, UUT, Sales Taxes, Fees, and Business Licenses. Sierra Madre is dependent upon Property Taxes and UUT for more than 83% of its General Fund revenues, unlike other cities that receive more revenues from Sales Taxes. Sierra Madre only receives 4% of General Fund revenues from Sales Taxes.

The chart on the next page provides a summary of General Fund Revenue sources.

**Figure B**

**FY 2015-2016 General Fund Revenues**

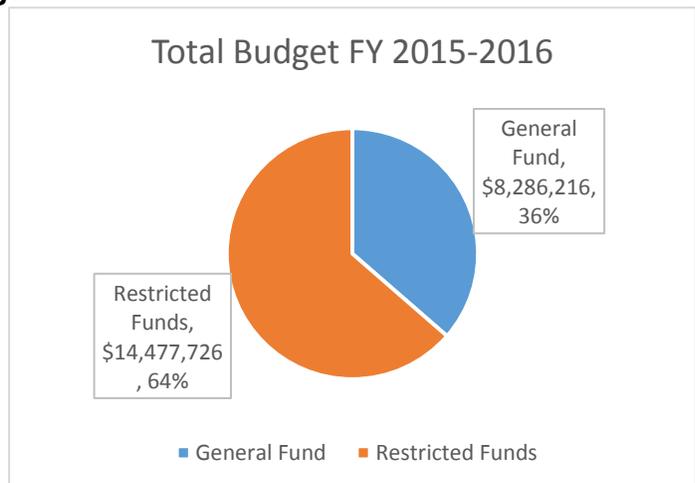


The City's total budget for Fiscal Year 2015-2016 is \$22,736,942; of this amount \$8,286,216 is from the General Fund, all other resources are in Restricted Funds (Special Revenue Funds, Internal Services Funds, Enterprise Funds, Capital Projects Funds, and Successor Agency Funds). Nearly 64% of the City's budget is found in Restricted Funds; 36% comes from the General Fund.

**Figure C**

For FY 2015-2016:

General Fund	\$8,286,216
Restricted Funds	
(All Sources)	<u>\$14,477,726</u>
Total	\$22,763,942



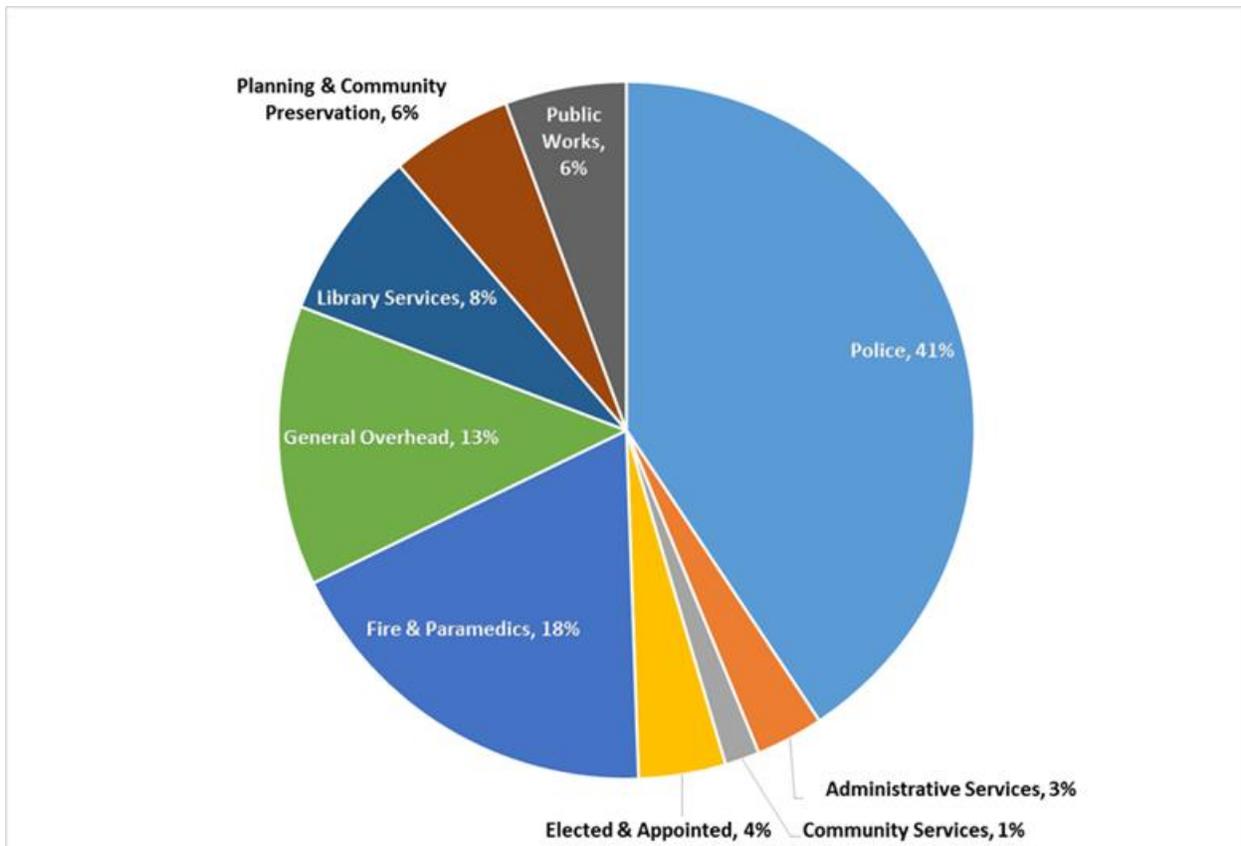
General Funds, are derived primarily from property taxes and the UUT, and may be allocated for any legal purpose deemed appropriate by the City Council. General Funds comprise approximately 36% of the City's overall budget. Because the City's General Fund revenues are limited relative to the budget as a whole, every effort is made to reduce or eliminate General Fund expenses, or to fund services under Restricted Funding

sources, to the extent allowed by law. Many staff positions and operational costs are fully- or partially-funded through Restricted Funds. Only those staff positions and operational costs that cannot be provided under Restricted Funds are allocated to the General Fund.

Because the UUT is a General Fund revenue source, it is necessary for reductions in City operational costs to come from the General Fund. Savings realized through reductions in Restricted Fund expenditures cannot be transferred to General Fund uses; and to the extent possible, eligible City operational expenses have already been allocated to Restricted Funds. This means that the \$2.5 million in reductions needs to be taken from the \$8,286,216 General Fund portion of the budget. Instead of being a modest 11% across the board reduction (using the total of \$22.8 million), the reduction in expenditures necessary to meet \$2.5 million, is actually closer to a 25% reduction from the General Fund. (The 25% reduction includes Transfers and eliminating the General Fund deficit.)

In order to illustrate the City's utilization of General Funds, Figure C below illustrates the dollar amounts and percentages of the General Fund expenditures for City Services. This chart includes Transfers for Paramedic Services and the Planning Department.

**Figure D**  
FY 2015-2016 General Fund Budget – Including Transfers  
(Only the Transfer Amounts for Paramedic Services & Planning; not the full cost of these Departments.)



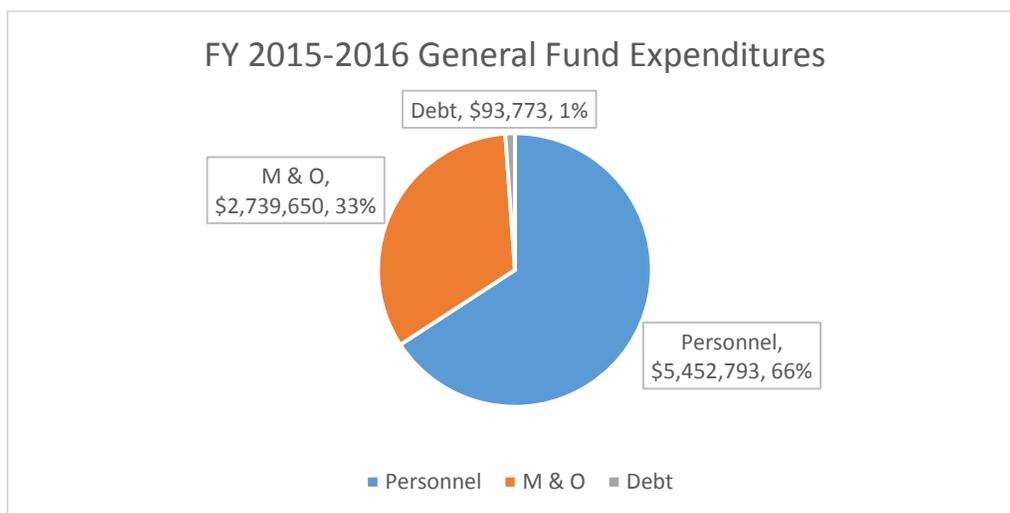
Note that the largest single area of expenditure from the General Fund is for Public Safety (Police and Fire) at 59%, while all other operations comprise 41%. The next largest portion of the General Fund operating budget is for General Overhead, which includes costs such as utilities, fleet maintenance, facilities maintenance, insurance, information technology and internal services.

Next, in terms of allocation of General Fund revenue, comes the remaining Departments of Library Services, Community Services, Public Works, and Elected & Appointed. The Planning and Paramedic programs are shown in Figure C, however, these departments are partially funded by the revenues they generate, plus a "Transfer" of General Funds to fully fund the activities, since these activities do not bring in enough revenues to be self-sufficient. The Planning Department is partially funded through fees collected for services. The Paramedic program is also partially funded through fees collected for services.

The Elected & Appointed Department includes all expenses relative to the City Council, City Treasurer, City Clerk, and City Attorney. This department also funds municipal elections.

Considering the possible financial impact if the UUT is eliminated and the need to balance the budget, reducing General fund expenditures by \$2.5 million could mean the entire elimination of some departments, and/or significant service level reductions, or changes to the way City services are provided (such as contracting City services to achieve savings). Eliminating departments, or contracting services, means laying-off City employees. City services are provided by City employees, so service-level reductions or contracting services results in fewer City employees. Because City services are provided by City employees, the majority of the City's General Fund expenditures are for personnel costs. See the figure below.

**Figure E**



This chart shows that obtaining a reduction in General Fund Expenditures of \$2.5 million would necessitate either a 92% reduction in all Maintenance & Operational (M&O) expenses, or a 46% reduction in Personnel costs - almost 50% of all General Fund staffing. There are 54 full-time equivalent employees (FTE's) budgeted in the General Fund, these 54 FTE's actually represent approximately 104 individuals.

The next section of this analysis provides detailed explanation, including the operational impacts of two possible cost reduction alternatives. The first alternative (Alternative A) is a 25% across-the-board reduction to each General Fund department; while the second alternative (Alternative B) is an approach that attempts to restore some funding to the Fire Department (but assumes the City no longer provides Paramedic Services – Paramedic Services would be assumed by the County), and restores some funding to the Public Works and Planning Departments, but makes larger reductions to the Library, and eliminates the Community Services Department. Under the first and second alternative, the Police Department would not remain a viable “in-house” operation after a \$971,000 reduction, and the police services would need to be contracted. Based upon previous analysis, the L.A. County Sheriff contract option does not quite reach the targeted reduction amount, and an adjustment (fewer services) would need to be made to the contracted services.

Similarly, the Fire Department would likely not remain a viable in-house operation after a \$485,000 reduction. While this analysis provides information regarding how the Department might function with the proposed reductions, it is important to note that the long-term sustainability is questionable.

A \$2.5 million reduction is significant and as shown on page 12 of this report, it is not financially possible to maintain public safety services “as is”, or as the services are provided today.

**Financial Impact Analysis Overall and by Department**

**Figure F**

Calculation of Each Department's General Fund Reduction  
Using FY 2015-2016 (Current Fiscal Year Budget)  
Total Department Expenditures

UUT Revenue FY 2015-2016	1,996,000		
Current FY 2015-2016 Deficit	529,527		
Total Reductions	<u>2,525,527</u>		
		Alternative A	Alternative B
		25%	Various %
Expenditures	FY 15-16		
Administrative Services	1,542,546	385,637	335,000
Community Services	142,343	35,586	114,000
Elected and Appointed	386,710	96,678	45,000
Fire	1,048,767	262,192	100,000
Library	757,632	189,408	380,550
Police	3,887,798	971,950	971,000
Public Works	520,420	130,105	30,000
Total Expenditures	<u>8,286,216</u>	<u>2,071,554</u>	<u>1,975,550</u>
Transfers Out/Total Expenditures			
Paramedic	891,953	222,988	400,000
Planning	1,067,441	266,860	150,000
Total	<u>1,959,394</u>	<u>489,849</u>	<u>550,000</u>
Grand Total	10,245,610	2,561,403	2,525,550

The chart above shows the dollar reduction that each Department was to identify, along with the associated impacts of the reductions.

Before going into each Department's analysis, it is important to address a commonly heard sentiment, that "the City should fund essential services only – Police, Fire, and Public Works – and whatever funding is remaining, can be allocated to other services". What the chart below demonstrates is that it is not possible to completely preserve Police, Fire, Paramedics and Public Works, and reach the required \$2.5 million budget reduction by eliminating all other General Fund Departments and services; there would be a short fall of more than \$1 million. It is not possible to completely eliminate the Administrative Services Department, as this Department is responsible for making sure the City's bills and employees are paid, liability insurance is current, etc., or the Planning Department, because this Department ensures safe and legal (per local and state building codes) development. Although eliminated in the chart below, it is also not possible to completely eliminate the entire Elected & Appointed budget as that is where the City's election and legal services are budgeted. Furthermore, while the chart below illustrates closing the Library completely, per State Law, it requires a vote of the people to completely close the Library.

**Figure G**  
**Assumes the Preservation of Funding for Public Safety, Public Works and Planning and Portion of Administrative Services to Support those Departments**

Expenditures	FY 15-16	Reductions
Administrative Services	1,542,546	225,437
Community Services	142,343	142,343
Elected and Appointed	386,710	386,710
Fire	1,048,767	-
Library	757,632	757,632
Police	3,887,798	-
Public Works	520,420	-
<b>Total Expenditures</b>	<b>8,286,216</b>	<b>1,512,122</b>
<i>Transfers Out (Accounts for Revenue)</i>		
Paramedic	704,953	-
Planning	585,277	-
<b>Total</b>	<b>1,290,230</b>	<b>-</b>
<b>Grand Total</b>	<b>9,576,446</b>	<b>1,512,122</b>
Reduction Needed		<b>2,525,527</b>
Shortfall		<b>(1,013,405)</b>

The following pages are detailed descriptions of the impacts by Department for each Alternative A and Alternative B per the figures identified in Chart F.

**Department: Administrative Services**

FY 2015-16 Approved General Fund Operating Budget: \$1,542,546

**Alternative A:**

Synopsis: Four positions would be affected (Assistant City Manager, Human Resources Technician, two part-time Administrative Clerks). Internal and external customer service will be significantly reduced, the open hours to City Hall will be reduced to 8:00am – 12:00pm, Monday to Thursday; public information and dissemination would be reduced. There would be reduced maintenance and deferred replacement of the City's infrastructure.

Item	Description	General Fund Savings	Impact
<b>GENERAL ADMINISTRATION</b>			
1	<b>Eliminate Assistant City Manager position</b>	\$122,500	<ul style="list-style-type: none"> <li>• <b>REDUCED OVERALL CITY OPERATIONS:</b> Loss of oversight for Community Services, Finance, Human Resources, Library Services operations; Loss of liaison to various City and State agencies; Loss of staff to negotiate contracts and solutions on a variety of administrative, fiscal, and special projects; City Manager would assume all these operational roles, reducing capacity to maintain a global perspective of the City; Impact City's succession planning, long-term strategic planning, less interaction with the community.</li> <li>• <b>REDUCED HUMAN RESOURCES FUNCTIONS:</b> Increased time to process employee grievances; Increased time to process employee discipline / internal affairs investigations; Loss of lead negotiator to work with City's labor groups, may have to contract with employment law firm for negotiation services.</li> <li>• <b>REDUCED INFORMATION TECHNOLOGY OVERSIGHT:</b> Loss of an internal staff person to oversee the City's Information Technology – all aspects of IT would be contracted to a consultant with limited City oversight.</li> <li>• <b>REDUCED PUBLIC INFORMATION AND ENGAGEMENT:</b> Reduced coordination of public information and dissemination with news media, community groups, and the public-at-large</li> </ul>
2	<b>Eliminate 2</b>	\$38,300	<ul style="list-style-type: none"> <li>• <b>REDUCED CUSTOMER SERVICE:</b> Reduced City</li> </ul>

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	<b>part-time Administrative Clerk positions</b>		Hall open hours to four hours per day, four days a week, such as 8:00am – 12pm, Monday to Thursday; Longer waiting time for customers; Increased time to process annual business licenses; There would be issues for timely delivery of mail to all City departments; Invoices, payments, and responses to external mail would be delayed and potentially create added cost as a result of delayed payment for invoices; Responses for service will be slower and the turnaround time for completion of projects longer; more calls will be forwarded to voicemail
<b>3</b>	<b>Reduce internal service funds allocation</b>	\$188,400	<ul style="list-style-type: none"> <li>• <b>REDUCED INFRASTRUCTURE CARE:</b> Reduced funding to build reserves, for capital projects, for technology purchases that increase operational efficiencies; not accumulating funds for eventual replacement of technology, software, etc.</li> </ul>
<b>HUMAN RESOURCES:</b>			
<b>1</b>	<b>Eliminate Human Resources Technician position</b>	\$37,700	<ul style="list-style-type: none"> <li>• <b>REDUCED HUMAN RESOURCES FUNCTIONS:</b> Longer time to recruit and hire employees; Longer time to process employee changes, likely result in back pay and journal entries for Finance; Longer time to process and address delinquent findings in the City's Risk Management Evaluation, which could result in increased liabilities; Decreased staff time for the Municipal Volunteer Program; Decreased employee training; Decreased employee retention programs; Decreased internal customer service; Reduced clerical support and front counter back-up assistance.</li> </ul>
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$386,900</b>

**Alternative B:**

Synopsis: Four positions would be affected (Assistant City Manager, Human Resources Technician, two part-time Administrative Clerks). Internal and external customer service will suffer, the open hours to City Hall will be reduced to 7:30am – 12:00pm, Monday to Thursday; public information and dissemination would be reduced. Reduced care and maintenance of the City's infrastructure.

<b>Item</b>	<b>Description</b>	<b>General Fund Savings</b>	<b>Impact</b>
<b>GENERAL ADMINISTRATION</b>			
<b>1</b>	<b>Eliminate Assistant City Manager position</b>	\$122,500	<ul style="list-style-type: none"> <li>• <b>REDUCED OVERALL CITY OPERATIONS:</b> Loss of oversight for Community Services, Finance, Human Resources, Library Services operations; Loss of liaison to various City and State agencies; Loss of staff to negotiate contracts and solutions on a variety of administrative, fiscal, and special projects; City</li> </ul>

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			<p>Manager would assume all these operational roles, reducing capacity to maintain a global perspective of the City; Impact City's succession planning, long-term strategic planning, less interaction with the community.</p> <ul style="list-style-type: none"> <li>• <b>REDUCED HUMAN RESOURCES FUNCTIONS:</b> Increased time to process employee grievances; Increased time to process employee discipline / internal affairs investigations; Loss of lead negotiator to work with City's labor groups, may have to contract with employment law firm for labor negotiation services.</li> <li>• <b>REDUCED INFORMATION TECHNOLOGY OVERSIGHT:</b> Loss of an internal staff person to oversee the City's Information Technology – all aspects of IT would be contracted to a consultant with limited City oversight.</li> <li>• <b>REDUCED PUBLIC INFORMATION AND ENGAGEMENT:</b> Reduced coordination of public information and dissemination with news media, community groups, and the public at large</li> </ul>
2	<b>Eliminate 2 part-time Administrative Clerk positions</b>	\$38,300	<ul style="list-style-type: none"> <li>• <b>LESS CUSTOMER SERVICES:</b> Reduced City Hall open hours to four hours per day, four days a week, such as 8:00am – 12pm; Longer waiting time for customers; Increased time to process annual business licenses; There would be issues for timely delivery of mail to all city departments; Invoices, payments, and responses to external mail would be delayed and potentially create added cost as a result of delayed payment for invoices; Responses for service will be slower, and the turnaround time for completion of projects longer; Calls will be forwarded to voicemail</li> </ul>
3	<b>Reduce internal service funds allocation</b>	\$150,700	<ul style="list-style-type: none"> <li>• <b>REDUCED INFRASTRUCTURE CARE:</b> Reduced funding to build reserves, for capital projects, for technology purchases that increase operational efficiencies, not accumulating funds for eventual replacement of technology, software, etc.</li> </ul>
<b>HUMAN RESOURCES:</b>			
1	<b>Reduce Human Resources Technician position to part-time</b>	\$25,700	<ul style="list-style-type: none"> <li>• <b>REDUCED HUMAN RESOURCES FUNCTIONS:</b> Longer time to process employee changes, likely result in back pay and journal entries for Finance; Longer time to process and address delinquent findings in the City's Risk Management Evaluation, which could result in increased liabilities; Decreased staff time for the Municipal Volunteer Program; Decreased employee training; Decreased employee retention programs; Decreased internal customer service; Reduced clerical support and front counter</li> </ul>

			back-up assistance.
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$337,200</b>

**Department: Community Services**

FY 2015-16 Approved General Fund Operating Budget: \$142,343

**Alternative A:**

Synopsis: One part-time position would be affected (part-time Senior Specialist). Customer service at the Senior Center would be reduced as would senior programming, the City would no longer offer any enrichment classes (all would be provided through the YMCA), and communication with the community would be reduced with the elimination of the Wistaria Vine.

Item	Description	General Fund Savings	Impact
<b>GENERAL ADMINISTRATION</b>			
1	<b>Eliminate part-time Senior Specialist</b>	\$16,800	<ul style="list-style-type: none"> <li>REDUCED COMMUNITY SERVICES: To keep the current level of senior programming, volunteers will need to help with coordination; otherwise reduced senior programs and events</li> <li>REDUCED CUSTOMER SERVICE: Longer waiting time for customers; Responses for registration or other services will be slower and may not be able to occur at the Senior Center; Calls will be forwarded to voicemail</li> </ul>
2	<b>Eliminate Enrichment Classes</b>	\$11,000	<ul style="list-style-type: none"> <li>REDUCED COMMUNITY SERVICES: the YMCA may be able to expand their enrichment classes to provide those traditionally provided by the City</li> </ul>
3	<b>Eliminate Wistaria Vine Newsletter</b>	\$8,000	<ul style="list-style-type: none"> <li>REDUCED COMMUNITY COMMUNICATION: the Wistaria Vine has proven to be an effective way to reach Sierra Madre residents about general City programs and activities. While there are other ways to inform and educate the public, without the Newsletter the overall effectiveness of the communications program will be reduced.</li> </ul>
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$35,800</b>

**Alternative B:**

Synopsis: The Community Services Department and corresponding events and programs would be eliminated, including the Community Services Commission and Senior Community Commission. Seven positions would be affected (Community Services Manager, Administrative Aide, two part-time Events Specialists, the part-time

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Senior Specialist, and part-time Recreation Leaders). A part-time Management Analyst would be retained to monitor City contracts, special event permits, and banner permits. Potential for the YMCA contract to be extended to include the City's special event and community programs, including senior programming.

Item	Description	General Fund Savings	Impact
<b>GENERAL ADMINISTRATION</b>			
1	<b>Downgrade Community Services Manager to part-time Management Analyst</b>	\$63,200	<ul style="list-style-type: none"> <li>• <b>REDUCED COMMUNITY SERVICES:</b> Replaces the staff person responsible for the department's programs, events, and contracts with a part-time person to oversee contracts, and special event permits.</li> <li>• <b>ELIMINATES STAFF OVERSIGHT:</b> Eliminates the position responsible for staff supervision</li> <li>• <b>ELIMINATES DONATIONS AND GRANTS:</b> Eliminates the position responsible for soliciting donations for the City's special events and community services programs; Eliminates the position responsible for writing and managing the department's grants</li> </ul>
2	<b>Eliminate Administrative Aide</b>	\$36,800	<ul style="list-style-type: none"> <li>• <b>REDUCED COMMUNITY SERVICES:</b> Eliminates the staff that is responsible for park and facility rentals, enrichment classes, community garden, and Coordinating Council; Eliminates the staff responsible for collecting registrations for all programs and events; Eliminates the staff who put together commission and committee agenda packets and minutes; Eliminates the staff responsible for processing special event permits</li> <li>• <b>LESS CUSTOMER SERVICE:</b> Reduced City Hall open hours to 7:30am – 12pm; Longer waiting time for customers; Responses for service will be slower, and the turnaround time for completion of projects longer; Calls will be forwarded to voicemail</li> </ul>
3	<b>Eliminate two part-time Events Specialist<sup>1</sup></b>	\$0	<ul style="list-style-type: none"> <li>• <b>REDUCED COMMUNITY SERVICES:</b> Supervisor eliminated; person responsible for collecting donations for the special events eliminated, all special events and programs eliminated</li> </ul>
4	<b>Eliminate part-time Senior Specialist</b>	\$16,800	<ul style="list-style-type: none"> <li>• <b>REDUCED COMMUNITY SERVICES:</b> Staffing for all senior programs and services eliminated</li> </ul>
5	<b>Eliminate Recreation</b>	\$0	<ul style="list-style-type: none"> <li>• <b>REDUCED COMMUNITY SERVICES:</b> Supervisor eliminated; person responsible for collecting</li> </ul>

<sup>1</sup> Although these positions/programs are funded from the Special Events Enterprise Fund, without the General Fund funding for the full-time staff who oversee and solicit the donations and grants for the special events and programming, these programs and events will be eliminated.

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	Leaders <sup>1</sup>		donations for the special events eliminated, all special events and programs eliminated
6	<b>Eliminate City Special Events: Huck Finn Fishing Derby and Campout, Mount Wilson Trail Race, Fourth of July, Halloween Happenings<sup>1</sup></b>	\$0	<ul style="list-style-type: none"> <li>REDUCED COMMUNITY SERVICES: Person responsible for collecting donations for the special events eliminated; special event staffing eliminated; all special events and programs eliminated; potential for the YMCA to pick up some or all of the City's special events</li> </ul>
7	<b>Eliminate City Programs: Summer Fun in the Park, Concerts in the Park, Movies in the Park, City Hall Art Show, Art in Public Places<sup>1</sup></b>	\$0	<ul style="list-style-type: none"> <li>REDUCED COMMUNITY SERVICES: Person responsible for collecting donations for community programs eliminated; special event staffing eliminated; all special events and programs eliminated; potential for the YMCA to pick up some or all of the City's community programs</li> </ul>
8	<b>Eliminate Senior Programs and Events: Older American Reception, Community Yard Sale, Lunch and Learn, Senior Cinema, Classes, Services<sup>2</sup></b>	\$0	<ul style="list-style-type: none"> <li>REDUCED COMMUNITY SERVICES: Staff for senior programming and events eliminated; potential for the YMCA or volunteers to coordinate some or all of the City's senior programs and events</li> </ul>
9	<b>Eliminate Enrichment Classes</b>	\$11,000	<ul style="list-style-type: none"> <li>REDUCED COMMUNITY SERVICES: Staff responsible for enrichment classes eliminated; the YMCA may be able to expand their enrichment classes to provide those traditionally provided by the City</li> </ul>
10	<b>Eliminate Park and Facility Rentals</b>	(\$24,200)	<ul style="list-style-type: none"> <li>REDUCED REVENUE: Although the rentals are revenue generating, the staff that administer the rentals have been eliminated.</li> <li>REDUCED COMMUNITY SERVICES: Staff responsible for park and facility rentals eliminated; potential to expand the YMCA contract to assume this service</li> </ul>

<sup>2</sup> Although these programs are funded through the Senior Donation Special Revenue Fund, there will be no staff to coordinate or administer any of the events and programs.

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11	<b>Eliminate Community Garden</b>	(\$1,000)	<ul style="list-style-type: none"> <li>• <b>REDUCED REVENUE:</b> Although the rentals of the gardens are revenue generating, the staff that administer the rentals have been eliminated.</li> <li>• <b>REDUCED COMMUNITY SERVICES:</b> Staff responsible for the community garden eliminated; potential to expand the YMCA contract to assume this service</li> </ul>
12	<b>Eliminate Commission and Committees: Community Services and Senior Community Commissions, Art Review Board, Coordinating Council</b>		<ul style="list-style-type: none"> <li>• <b>REDUCED COMMUNITY ENGAGEMENT AND PARTICIPATION:</b> Community members will no longer have this opportunity to participate in the government process as all the programs and services offered by the Community Services Department will be contracted out or eliminated</li> <li>• <b>REDUCED COMMUNITY SERVICES:</b> Staff responsible for commissions and committees eliminated; most events and programs eliminated, the limited contracts and permits will go directly to the City Council</li> </ul>
13	<b>Eliminates Wistaria Vine Newsletter</b>	\$8,000	<ul style="list-style-type: none"> <li>• <b>REDUCED COMMUNITY SERVICES:</b> Staff responsible for creating the Wistaria Vine eliminated; most events and programs eliminated, other City news will need to be disseminated in other formats</li> </ul>
14	<b>Eliminates Employee Training and Conferences</b>	\$700	<ul style="list-style-type: none"> <li>• Eliminated staffing, no staff need for training</li> </ul>
15	<b>Eliminates Office Supplies</b>	\$600	<ul style="list-style-type: none"> <li>• Eliminated programming, no need for supplies</li> </ul>
16	<b>Eliminates Staff Uniforms</b>	\$200	<ul style="list-style-type: none"> <li>• Eliminated staffing and events, no need for uniforms</li> </ul>
17	<b>Eliminates CPRS Membership</b>	\$400	<ul style="list-style-type: none"> <li>• Eliminated events and programs, no need for membership</li> </ul>
18	<b>Eliminates Recreation Supplies</b>	\$800	<ul style="list-style-type: none"> <li>• Eliminated recreation supplies, no need for supplies</li> </ul>
19	<b>Eliminates Licensing Fees</b>	\$700	<ul style="list-style-type: none"> <li>• Eliminated events and programming, no need for licenses</li> </ul>
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$114,000</b>

## Department: **Elected and Appointed**

FY 2015-16 Approved General Fund Operating Budget: \$386,710

### Option A:

Synopsis: Eliminates funding for professional services, conferences and meetings, supplies, and membership dues. Reduces funding for legal services.

Item	Description	General Fund Savings	Impact
<b>GENERAL ADMINISTRATION</b>			
1	Eliminate Professional Services	\$10,000	• Reduced funding for City Council minute taking and other professional services
2	Eliminate Conference & Meeting	\$27,400	• Eliminates funding for conferences and meetings, for strategic planning sessions, and for various business meetings
3	Eliminate Supplies Budget	\$7,750	• Eliminates funding for name badges / plaques, business cards, letterhead, the State of the City event, and other supplies.
4	Eliminate Membership / Dues / Subscription	\$650	• Eliminates membership with the Independent Cities Association, and the California Municipal Treasures Association
5	Legal Services	\$31,600	• Reduced funding for City Attorney services, reduced funding to protect the City from litigation.
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$77,400</b>

### Option B:

Synopsis: Eliminates funding for professional services, conferences and meetings, and supplies.

Item	Description	General Fund Savings	Impact
1	Eliminate Professional Services	\$10,000	• Reduced funding for City Council minute taking and other professional services
2	Eliminate Conference & Meeting	\$27,400	• Eliminates funding for conferences and meetings, for strategic planning sessions, and for various business meetings
3	Eliminate Supplies Budget	\$7,750	• Eliminates funding for name badges / plaques, business cards, letterhead, the State of the City event, and other supplies.
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$45,150</b>

**Department: Fire and Paramedic**

FY 2015 - 2016 Approved Operating Budget: \$1,940,720 (\$1,048,767 Fire and \$891,953 Paramedic)

**Alternative A**

Synopsis: In order to reduce Fire (and Paramedic) Department expenses by \$485,000 the City will need to eliminate all full-time positions. While this analysis provides information regarding how the Department might function with only part-time employees and volunteers, based on current struggles to hire qualified part-time employees in the Fire Department, this option is not realistic. It is highly unlikely that the City could recruit an adequate number of part-time employees with the skills necessary to perform the critical positions of Chief or Captain. However, because almost 70% of the budget is in personnel, the impact of a 25% budget cut results in significant loss of fire suppression and medical response services.

Alternative A assumes that the Public Safety Director's position would be eliminated (which would occur if the Police Department is contracted) and the Fire Chief's position would be reduced to a part-time (960 hours) position; three full-time Captains' positions would be eliminated and replaced with a number of part-time Captains. The City would eliminate the part-time Engineers and go back to using volunteer Engineers along with volunteer Firefighters from the local accredited academies. The Department would continue providing paramedic service with part-time employees, in order to retain the City's 201 & 214 rights, as losing 201 & 214 rights would result in the permanent loss of EMS revenue (\$235,000 per year).

Item	Description	Savings	Impact
1	<b>Elimination of Public Safety Director</b>	\$52,591 GF \$26,296 PF	<ul style="list-style-type: none"> <li>Elimination of the Public Safety Director: The elimination of this position is one-half of the upper management of the Fire Department. Since there is no second-in-command for the Fire Chief, the Chief relies on the Public Safety Director's experience and expertise in negotiating with other fire departments and in personnel matters. The Public Safety Director is also budgeted in the Police Department. The Police Department's budget reduction results in the contracting of police services, so this position would be eliminated.</li> </ul>

<p><b>2</b></p>	<p><b>Reclassification of Fire Chief from Full-Time to Part-Time &amp; reclassification of the Administrative Clerk from Part-Time to Full-Time Administrative Aide</b></p>	<p>\$21,350 GF \$70,697 PF</p>	<ul style="list-style-type: none"> <li>• Elimination of the Fire Chief to be replaced with a part-time Chief. The overall management of the Fire Department would suffer in the supervision and coordination of activities of the Fire Battalions. The Department would suffer in the management of fire suppression, rescues, hazardous materials, and emergency medical services (EMS) operations. There would be very little oversight of the training division, the EMS division, and fire prevention would be outsourced to another City department, which may not result in a true reduction of costs. There would be limited strategic planning and goal setting for the department's long-range needs with respect to administration, operations, equipment, apparatus, facility, and personnel. It would limit the establishment of new policies and procedures in order to implement directives from the City Manager and City Council. There would be limited enforcement of Department Rules, Regulations, and Procedures in accordance with applicable City policies for all Department members. The reduction to a part-time position would greatly impact other members of the Fire Department and other departments' staff. The part-time Fire Chief would have to rely more on Human Resources and Finance to manage personnel and budgetary items, which have also been downsized in the scenario.</li> <li>• The part-time Fire Chief's main task at this point would be scheduling personnel, and making sure that minimum standards are being kept.</li> <li>• The Administrative Clerk would be reclassified to a full-time Administrative Aide in order to staff the administrative office during working hours. The Aide would assist the part-time Fire Chief with scheduling personnel as well as greater responsibility for administrative duties formerly fulfilled by the Fire Chief.</li> </ul>
<p><b>3</b></p>	<p><b>Elimination of 3 Full-Time fire Captains and replaced by part-time personnel; Addition of part-time Paramedic Coordinator</b></p>	<p>\$59,045 GF \$133,730 PF</p>	<ul style="list-style-type: none"> <li>• Elimination of three (3) full-time Captains to be replaced by a cadre of part-time personnel. The supervision of safety personnel engaged in fire suppression, prevention, and investigation, as well as the provision of emergency medical and other services provided by the fire department, would be held at minimum standards. Prevention inspections of multi-resident, commercial and light industrial buildings, as well as hazardous visitation around the homes in the Very High Fire Hazards Severity Zones would only be done to</li> </ul>

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			<p>minimum legal standards.</p> <ul style="list-style-type: none"> <li>• Training and experience for part-time Captains would be held at minimum requirements; the equivalent of a volunteer Captain.</li> <li>• With a cadre of part-time Captains, each would only work one or two days per month, giving them limited exposure to the city and its' residents.</li> <li>• The addition of a part-time Paramedic Coordinator to oversee EMS police and procedures and to assist in scheduling EMS and fire personnel.</li> </ul>
<b>4</b>	<b>Eliminate part-time Engineers</b>	\$135,600 GF	<ul style="list-style-type: none"> <li>• The elimination of part-time paid engineers and replaced with volunteers would result in lowering the qualifications, experience and training. The engineer is second-in-command of the crew and the City would lose this supervision. Furthermore, it would be more difficult to recruit and retain volunteer engineers.</li> </ul>
<b>Total Proposed Budget Reduction Amount:</b>			<p><b>General Fund: \$268,585</b> <b>Paramedic Fund: \$230,723</b></p>

**Alternative B**

Synopsis: For this alternative, the FY 2015–2016 Fire Department Budget would be reduced by \$500,000. To achieve this reduction, it is necessary to eliminate two full-time positions and twenty-five part-time positions, along with maintenance and operation expenses associated with the Paramedic program. The Public Safety Director's position would be eliminated and the Fire Chief's position would be reduced to part-time (960 hours); one full-time Captains' position would be eliminated and replaced with part-time Captains. The City would continue to have part-time Engineers and volunteer Firefighters from the local accredited academies. There would be the same concerns regarding the true feasibility of this option with its heavy reliance on part-time employees, as again, in the last few years, the City has been unsuccessful in recruiting and retaining part-time employees in the Fire Department. Again, because almost 70% of the budget is in personnel, the impact of this magnitude of cuts results in significant loss of fire suppression and medical response services.

This alternative results in the elimination of the City's paramedic program, resulting in the permanent loss of the City's 201 & 214 rights (the ability to charge for medical transport), thus losing estimated \$235,000 per year in revenue. The Department would continue to use Verdugo communications for dispatching. The reduction items below will result in a total of two layoffs of full-time personnel and 25 part-time Paramedics. Transportation would be handled by Los Angeles County with a possible reduction in response times, depending upon the location of the County ambulance. This alternative will have a significant service level decrease, and a significant impact on the Fire Department's operation, succession planning, and employee morale.

Item	Description	Savings	Impact
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1	<b>Elimination of Public Safety Director</b>	\$52,591 GF \$26,296 PF	Elimination of the Public Safety Director: The elimination of this position is one-half of the upper management of the Fire Department. Since there is no second-in-command for the Fire Chief, the Chief relies on the Public Safety Director's experience and expertise in negotiating with other fire departments and in personnel matters. The Public Safety Director is also budgeted in the Police Department. The Police Department's budget reduction results in the contracting of police services, so this position would be eliminated.
2	<b>Reclassification of Fire Chief from Full-Time to Part-Time &amp; reclassification of the Administrative Clerk from Part-Time to Full-Time Administrative Aide</b>	\$21,350 GF \$70,697 PF	<ul style="list-style-type: none"> <li>• Elimination of the Fire Chief to be replaced with a part-time Chief. The overall management of the Fire Department would suffer in the supervision and coordination of activities of the Fire Battalions. The Department would suffer in the management of fire suppression, rescues, hazardous materials, and emergency medical services (EMS) operations. There would be very little oversight of the training division, the EMS division, and fire prevention would be outsourced to another City department, which may not result in a true reduction of costs. There would be limited strategic planning and goal setting for the department's long-range needs with respect to administration, operations, equipment, apparatus, facility, and personnel. It would limit the establishment of new policies and procedures in order to implement directives from the City Manager and City Council. There would be limited enforcement of Department Rules, Regulations, and Procedures in accordance with applicable City policies for all Department members. The reduction to a part-time position would greatly impact other members of the Fire Department and other departments' staff. The part-time Fire Chief would have to rely more on Human Resources and Finance to manage personnel and budgetary items, which have also been downsized in the scenario.</li> <li>• The part-time Fire Chief's main task at this point would be scheduling personnel, and making sure that minimum standards are being kept.</li> <li>• The Administrative Clerk would be reclassified to a full-time Administrative Aide in order to staff the administrative office during working hours. The Aide would assist the part-time Fire Chief with scheduling personnel as well as greater responsibility for administrative duties formerly fulfilled by the Fire Chief.</li> </ul>

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<p><b>3</b></p>	<p><b>Elimination of Paramedic Service</b></p>	<p>\$229,000 PF</p>	<ul style="list-style-type: none"> <li>• Eliminate the Paramedic Program. The elimination of the Paramedic Program would result in the County providing emergency services. Sierra Madre Paramedics respond to emergency incidents and perform advanced life support (ALS) functions within their scope of practice. Volunteer Firefighters are only required to obtain at minimum an EMT certification; Engine 41 responders will be unable to provide necessary ALS.</li> <li>• The Fire Department would lose the ability to provide advanced cardiac life support (ACLS), pediatric advanced life support (PALS), and Pediatric Education for Prehospital Professionals (PEPP).</li> <li>• Response times for EMS incidents could increase for the first call and longer for back-to-back calls, depending on from where the responding ambulance was traveling.</li> <li>• The Fire Department would need to contract training services for EMT personnel (for first responder services) that is currently provided by part-time Paramedics.</li> <li>• Part-time Paramedics assist Suppression personnel with annual inspections of multi-residential occupancies for compliance with applicable fire, life safety, codes and ordinances. With the elimination of the Paramedic Program, the annual inspection cycle would increase.</li> <li>• Elimination of all Advance Life Support Equipment</li> </ul>
<p><b>4</b></p>	<p><b>Elimination of one (1) Full-Time Captain / Paramedic Coordinator and replace with part-time Captains</b></p>	<p>\$163,730 PF (\$63,039) GF</p>	<ul style="list-style-type: none"> <li>• With the elimination of the Paramedic Service, the position of Captain / Paramedic Coordinator would no longer be necessary. The Paramedic Coordinator currently oversees the Paramedic Program and ensures that the City of Sierra Madre remains in compliance with Los Angeles County Department of Health Services (DHS). The Coordinator supervises all personnel (including volunteer Firefighters, Engineers, and Captains) in regards to EMS policies and procedures as well as fulfills administrative duties in regards to the delivery and documentation of emergency medical services.</li> <li>• The Captain / Paramedic Coordinator position would be fulfilled with Part-Time Captains on a rotating schedule. The Part-Time Captains would only be required to have an EMT certification.</li> <li>• The number of Part-Time positions required to fulfill the duties of a Full-Time Captain would create a lack of continuity between shifts as well as a reduction of supervision of safety personnel.</li> </ul>

			Part-Time Captains would not have the same amount of training or qualifications as the remaining Full-Time Captains. This would affect their ability to train probationary firefighters under their command.
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$489,723 PF \$10,902 GF</b>

This analysis shows how the Fire Department could be budgeted with the loss of UUT revenue; however, the services to the public would greatly diminished. The City has obtained cost estimates from LA County to assume Fire Department operations, and the cost was more than what the City currently spends on providing services. At this time, there is no information available whether a neighboring city might be able to provide services for less than LA County Fire Department or less than Sierra Madre.

## Department: Library Services

FY 2015-16 Approved Operating Budget: \$ 757,632

### Alternative A

Synopsis: A 25% reduction in the Library's budget would reduce the hours of operations for the Library by 15%; eliminate 7 staff positions, equivalent to 5,728 hours or 2.8 FTE's; reduce the budget for materials; and reduce Library and Archives programming for all ages. The impact will be felt by patrons in the form of the Library being closed for an additional one day per week, longer wait lines, fewer materials for all ages, fewer programs and customer dissatisfaction.

Item	Description	Savings	Impact
1	<b>Close Library for 7 hours per week, a 25% reduction</b>	\$180,808	<ul style="list-style-type: none"> <li>REDUCE SERVICE HOURS AT LIBRARY: Reduce Library service hours from 47 hours/week to 40 hours/week. Library would be open only 5 days a week, with fewer morning and evening hours resulting in disruption of service to Library patrons of all ages. This equates to approximately 1 full day of closure.</li> <li>ELIMINATE 7 LIBRARY STAFF POSITIONS: Eliminate 2.8 FTE positions (5,728 hours) which includes 1 full-time librarian position (2,080 hours); and 1 part-time analyst, 3 part-time library technicians, and 2 part-time page positions (3,648 hours)</li> <li>REDUCED CUSTOMER SERVICE AND</li> </ul>

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			<p>ASSISTANCE ON ALL LEVELS AND FOR ALL AGE GROUPS: Loss of staff would lead to: longer wait times at public desks and for phone assistance; reduced public access to technology including fewer working public computers; fewer staff trained and available to help with technology questions; reduced access to Sierra Madre historical information and resources; new Library materials would take longer to reach patrons and be more difficult to locate due to loss of Library Pages and lower standards for cataloging and processing; off-desk activities would take longer, resulting in customer dissatisfaction; reduced staff time to support community projects and activities; lower staff morale.</p> <ul style="list-style-type: none"> <li>• ELIMINATION OF PROGRAMS FOR ALL AGES: Loss of staff would result in elimination of 1 parenting workshop; annual "One Book One City" program; 1 evening story time; "Titles to Go" (service to stay at home seniors); READ campaign; special programming for adults, teens, schools, such as Scout tours and historical programs; Inter Library Loan program.</li> <li>• REDUCTION OF PROGRAMS FOR ALL AGES: Loss of staff would result in reduced weekly and monthly story times; reduced class visits; reduced outreach to 7 campuses in Sierra Madre; reduced Summer Reading Club; reduced middle school programming; reduced displays in public case from monthly to bi-monthly.</li> <li>• REDUCED COORDINATION WITH VOLUNTEERS: Loss of staff would result in reduced training and oversight of volunteers impacting volunteer satisfaction and turnover; fund raising activities; and security of local history materials.</li> <li>• REDUCED REVENUES AWARDED FROM GRANTS AND DONATIONS: Loss of staff would result in fewer applications submitted for grant programs; and solicitations for donations.</li> </ul>
2	<p><b>Reduce Library and Archives Materials and Supplies</b></p>	\$8,600	<ul style="list-style-type: none"> <li>• FEWER MATERIALS FOR ALL AGES: A 15% reduction in the materials budget (books, magazines, audio books, ebooks, movies) would result in fewer materials for all age groups; less availability of information from home 24/7 due to loss of eResources; fewer magazines and newspapers; fewer local history acquisitions; reduced curriculum support materials for school age children; and reduced ability to support the Library's core values to provide collections of contemporary</li> </ul>

			<p>interest and permanent value in formats and quantities that meet community needs, and preserve and make available local history materials.</p> <ul style="list-style-type: none"> <li>• <b>LONGER WAIT TIMES FOR FEWER MATERIALS:</b> A reduced book, periodical and archives budget would result in fewer purchases and availability of new best sellers, popular fiction, audio books, eBooks, movies, timely information materials and local history materials resulting in longer wait times, potential complaints and impacts on customer satisfaction.</li> <li>• <b>FEWER SUPPLIES FOR SUPPORT SERVICES:</b> Availability of supplies for processing, office, and preservation would result in compromised quality and/or elimination of services. The security and proper preservation of unique local historical materials would be compromised.</li> </ul>
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$189,408</b>

**Alternative B**

Synopsis: A 50% reduction to the Library budget would reduce the hours of operation by 49%; eliminate 9 staff positions equivalent to 7,808 hours or 3.8 FTE's; reduce the budget for materials; and reduce the Library and Archives programming for all ages. The impact will be felt by patrons as the Library would be closed for an additional 2 days per week, resulting in longer wait lines, fewer materials for all ages, fewer programs and customer dissatisfaction.

Item	Description	Savings	Impact
1	<b>Open Library for 24 hours per week (Close Library for 23 hours per week, a 50% reduction.)</b>	\$360,550	<ul style="list-style-type: none"> <li>• <b>REDUCE SERVICE HOURS AT LIBRARY:</b> Reduce Library service hours from 47 hours/week to 24 hours/week. Library would be open 4 days per week, with morning and evening hours eliminated resulting in disruption of service to Library patrons of all ages. This equates to approximately 2 full days of closure.</li> <li>• <b>ELIMINATE 9 LIBRARY STAFF POSITIONS:</b> Eliminate 3.8 FTE positions (7,808 hours) which includes 3 full-time librarian positions (6,240 hours); and 1 part-time analyst, 1 part-time librarian, 3 part-time library technicians, and 1 part-time page position (1,568 hours)</li> <li>• <b>REDUCED CUSTOMER SERVICE AND ASSISTANCE ON ALL LEVELS AND FOR ALL AGE GROUPS:</b> Loss of staff would lead to longer wait times at public desks and for phone assistance; reduced public access to technology including fewer</li> </ul>

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			<p>working public computers; staff no longer trained and available to help with technology questions; reduced access to Sierra Madre historical information and resources; library materials would take longer to reach patrons and be more difficult to locate due to the loss of paging hours and lower standards for cataloging and processing; off-desk activities would take longer, impacting customer satisfaction; reduced staff time to support community projects and activities; low staff morale.</p> <ul style="list-style-type: none"> <li>• <b>ELIMINATE PROGRAMS FOR ALL AGES:</b> Loss of staff would result in elimination of class visits for preschool and school age children; all parenting workshops; elimination of outreach to 7 school campuses located in Sierra Madre; Teen Docents for local history; weekly Teen Book Club; monthly Adult Book Club; monthly Barks &amp; Books Program; annual "One Book One City" program; READ campaign; Harry Potter program; Art &amp; Essay contest; Titles to Go (services to stay at home seniors); local history programs; Inter Library Loan program; eliminate 10 of the monthly displays in public case.</li> <li>• <b>REDUCE PROGRAMS FOR ALL AGES:</b> Loss of staff would result in reduced weekly and monthly storytimes; reduced Summer Reading Club.</li> <li>• <b>REDUCED COORDINATION WITH VOLUNTEERS:</b> Loss of staff would result in reduced training and oversight of volunteers impacting volunteer satisfaction and turnover, fund raising activities and security of local history materials.</li> <li>• <b>REDUCED REVENUES RECEIVED FROM GRANTS AND DONATIONS:</b> Loss of staff would result in fewer applications submitted for grant programs; and solicitations for donations.</li> </ul>
2	<p><b>Reduce Library and Archives Materials and Supplies</b></p>	\$20,000	<ul style="list-style-type: none"> <li>• <b>FEWER MATERIALS FOR ALL AGES:</b> A 34% reduction in the materials budget (books, magazines, audio books, ebooks, movies) would result in fewer materials for all age groups; less availability of information from home 24/7 due to loss of eResources; fewer magazines and newspapers; fewer local history acquisitions; reduced curriculum support materials for school age children; and reduced ability to support the Library's core values to provide collections of contemporary interest and permanent value in formats and quantities that meet community needs, and preserve and make available</li> </ul>

			<p>local history materials.</p> <ul style="list-style-type: none"> <li>• <b>LONGER WAIT TIMES FOR FEWER MATERIALS:</b> Fewer purchases and availability of new best sellers, popular fiction, audio books, eBooks, movies, and timely information materials would result in longer wait times, potential complaints and impacts on customer satisfaction.</li> <li>• <b>FEWER SUPPLIES FOR SUPPORT SERVICES:</b> Availability of supplies for processing, office, and preservation would result in compromised quality and/or elimination of services. The security and proper preservation of historical materials would be compromised.</li> </ul>
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$380,550</b>

**Department:**

**Police Services**

FY 2015-16 Approved General Fund Operating Budget:      \$3,887,798

The Police Department would have to eliminate a total of 14 positions, including one Captain, one Sergeant, five sworn Police Officers, two Cadets, and five part-time Police Officers to achieve a savings of \$971,000. This level of staffing reduction would have an adverse impact on the overall safety and welfare of the community by reducing police patrols, longer police response times, and less community outreach and education. Internally, this reduction in personnel would negatively impact employee morale and affect the health and safety of employees, because there would not be adequate staffing to cover for time off (vacation, illnesses, training, etc.). Succession planning would be eliminated because of the absence of promotional opportunities, and reduced training opportunities.

With the elimination of the positions listed below, the long term impact would be an unsustainable Police Department. This shortage of necessary personnel makes for unsafe working conditions, increased liability for the City, the likelihood that the Department would not be able to satisfy the state mandated requirements for a police department, and there would be an extreme reduction in services to the community.

Therefore, while the impact of the reduction in staffing is presented below, it is not feasible to operate with this level of staffing and it would be necessary to secure policing services from an agency that would provide contract policing services under either Alternative A or B.

**Alternative A & B**

Description\Reduction	Savings	Impact
<b>Eliminate 1 Captain</b>	\$216,000	The Department would be managed with only a Chief at the management level, thus leaving administrative duties to go unfulfilled. In the Chief's absence a line level Sergeant would have be in charge of the Department. Reduction in community involvement, reduction in time to responsibly respond to personnel issues legally and correctly, lack of leadership to support the organization.
<b>Eliminate 1 Sergeant</b>	\$187,000	Reduction directly impacts shift supervision; results in a backlog of administrative assignments, reduction in Neighborhood Watch and Volunteer Programs, and reduces mid-management staff during critical incidents. Most significantly, potentially eliminates a backup officer on a shift for critical incidents.
<b>Eliminate 5 Police Officers</b>	\$484,000	Less patrol through neighborhoods; potential for increased crime; more opportunities for crime to go unnoticed; increased perception of lack of safety within community; longer response times. Reassignment of the Detective to patrol operations will result in fewer solved crimes, less conviction of felons, and fewer parole and probation checks which could lead to increased crime.
<b>Eliminate 2 Part-Time Police Cadets</b>	\$38,000	Directly impacts court services; evidence processing; and subpoena control. Vehicle Maintenance responsibilities would be assigned to the remaining full-time staff. Shift in responsibilities would result in the remaining full-time staff being unable to patrol the city. It would impact succession planning, by eliminating career growth opportunities within agency. There would be a lack of administrative support, delaying processing of information, and response to the public.
<b>Eliminate 5 Part-Time Officers</b>	\$68,000	Eliminate key support staff for Patrol, Special Events, Investigations, Crime Prevention and Community Outreach. Eliminate ability to staff increased directed patrols, such as burglary suppression activities.
<b>Total Proposed Budget Reduction Amount:</b>		<b>\$993,000</b>

## Savings by Contracting Out Police Services

Should the City decide to contract out with the Los Angeles County Sheriff's Department to achieve the savings goal of \$971,950, the City would need to contract for the least expensive option presented by the Sheriff's Department. The least expensive option (referred to as Option "C" in the Sheriff Contract analysis) provided for one Lieutenant (Liaison to the City) and seven Deputies to provide patrol coverage. It does not include a dedicated Sergeant or any Civilian Staff. The police station would be closed and community members would be required to conduct their police business at the Temple City Sheriff's Office. The cost for these services were estimated to be \$2,990,975. This only provides for a savings of \$897,000, a short fall of approximately \$75,000.<sup>3</sup>

## Department: Public Works

FY 2015-16 Approved General Fund Operating Budget: \$520,420

### Alternative A

Synopsis: This scenario provides for a 25% cut in general fund expenditures in the Public Works Department. The equivalent of one full-time field position would be eliminated, one full-time position would be reduced to part-time, and one other would be re-allocated to non-General Fund sources. While the loss of 1.6 FTE's does not appear to be significant, the overall staffing of the street/sewer division would be severely reduced.

For employee and public safety purposes, most Public Works field tasks are handled by two-man crews. With the current six man street and sewer crew and its current compensation allocation structure, the Department can on occasion actually work on three non-sewer/water tasks at one time. The loss of 1.6 FTE's on the dedicated General Fund staff would leave the Department with the equivalent of one full-time two-man sewer crew and one full-time street crew. It is the General Fund "street crew" that does the overwhelming majority of the work tasks that are not specifically related to either sewer or water, and reduction of staffing that allows for only one crew will effectively reduce the Department's General Fund-related production by over 50%.

Several services that are essential to the maintenance of the community's character and safety would be significantly impacted. Uneven sidewalks would not be repaired in a timely manner, leading to more trip and fall hazards and liability claims. Replacement of sidewalk would be eliminated altogether, as sidewalk replacement necessitates a three-man crew. Patching of potholed streets would be reduced, as would painting of pavement striping and pavement legends. Hanging of banners would be eliminated and holiday placement of flags would be reduced to a single cycle of hanging flags on Memorial Day and removing them after July 4. Other regular maintenance services

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<sup>3</sup> The shortfall in savings also does not reflect the one time cost to pay out the employees, the ongoing cost for Humane Services, or Parking Enforcement. Special Events are also not included.

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impacted would be grounds maintenance, tree limb pickup, and assistance of water division in patching street excavations.

As noted in reports presented to the City Council in 2013 and 2016 regarding the City's public infrastructure, funding for improvements and ongoing maintenance have been underfunded for many years, due to a lack of resources. In short, the City's infrastructure is not adequately maintained under current funding levels. Further reduction in staffing and operational costs will further reduce maintenance activity, leading to worsened deterioration of public streets, parks, buildings, trees, sidewalks, etc.

Item	Description	Savings	Impact
1	a.) Eliminate* one F/T Maintenance Worker Position in GF & Sewer;	a.) \$29,139	a.) Eliminates 0.5 FTE in GF and 0.5 FTE in sewer. Reduces GF manpower availability by 20%, sewer by 14%
	b.) Reduce** one F/T Maintenance Worker Position to P/T sewer only;	b.) \$31,329	b.) Eliminates 0.5 FTE in GF, reducing GF manpower availability by 20%
	c.) Reallocate one Maintenance Worker 10% personnel cost to sewer fund	c.) 6,847	c.) Reduces 0.1 FTE in GF, reducing GF manpower availability by 3%
	Subtotal personnel	\$67,315	<p>Item 1 reductions eliminate sidewalk partnership program and all sidewalk replacement; only temporary repairs will be made. Staff reduction of this magnitude may result in the department being unable to support community events in either or both setup and operation.</p> <p>Reduces posting of flags on downtown street lights to a single time – from Memorial Day to July 4<sup>th</sup> each year.</p> <p>Eliminates hanging of banners which reduces community communication. The banners are an effective means of communicating with residents.</p>
2	Reduce United Maintenance Janitorial Contract	\$20,767	<p>Daily janitorial services (trash, dusting, restrooms, vacuuming) on all City buildings will be reduced to M-W-F</p> <p>Weekly janitorial services (floor mats, basements) on all City buildings will become bi-weekly</p> <p>Monthly janitorial services (windows, baseboards) will become bi-monthly. Existing contractor may quit contract which will then require that services be re-bid; cost savings will not be assured in that event.</p>
3	Reduce	\$28,300	Eliminates landscape maintenance at Civic Center

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	Merchants Landscape Svcs. Contract by 35%		and Library except hardscape cleaning; reduces parkway/median, islands maintenance to monthly from weekly; reduces maintenance at Goldberg Park and Sierra Madre School to bi-weekly from weekly; eliminates Bailey Canyon maintenance; reduces parking lot maintenance from weekly to monthly; cancels downtown tree trimming; and reduces gopher control to as-needed.
4	Reduce Orkin Contract by 50%	\$5,000	Reduces monthly rodent & insect pest inspection contract to an as-needed service.
5	Reduce Street Maintenance materials budget	\$4,500	Reduced pothole repair materials = fewer potholes repaired.
6	Reduce Sidewalk Maintenance materials budget	\$4,500	Reduced sidewalk repair materials = fewer sidewalk repairs made
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$130,382</b>

\*Alternatively, this staff member could be transferred to an approved position in water division that is currently vacant.

\*\* Alternatively this position could have its 50 percent personnel cost transferred to the water division to fill a part-time water position that is currently vacant.

**Alternative B**

Synopsis: This scenario provides for a minimal cut in Public Works operations to meet an assigned goal of \$55,000. This scenario does not require the elimination of any full-time positions, however one full-time position currently funded at 50% Sewer Fund and 50% General Fund would have its General Fund allocation shifted to the Water Fund, filling an approved part-time Water Department position that is currently vacant. FTE's on field staff are reduced from 2.55 to 2.05, approximately 20%. This scenario also assumes a reduction of \$3,000 in sidewalk and street repair materials, due to the reduction in manpower available to make said repairs.

Item	Description	Savings	Impact
1	Reallocate General fund 50% share of one maintenance worker position	\$31,239	Results in a loss of 25% of the productivity of the general fund public works field operations. This reduces staff availability for street and sidewalk repair, catch basin cleaning, tree maintenance, park maintenance, community event support, and emergency response.
2	Reduce Street Maintenance	\$2,000	Reduced pothole repair materials = fewer potholes repaired.

Stop the Utility Users' Tax Initiative

	materials budget		
3	Reduce Sidewalk Maintenance materials budget	\$1,000	Reduced sidewalk repair materials = fewer sidewalk repairs made
4	Reduce Janitorial Contract	\$20,767	Daily janitorial services (trash, dusting, restrooms, vacuuming) on all City buildings will be reduced to M-W-F Weekly janitorial services (floor mats, basements) on all City buildings will become bi-weekly  Monthly janitorial services (windows, baseboards) will become bi-monthly. Existing contractor may quit contract which will then require that services be re-bid; cost savings will not be assured in that event.
<b>Total Proposed Budget Reduction Amount:</b>			<b>\$55,096</b>

**Department: Planning & Community Preservation**

Fiscal Year 2015-16 Approved Operating Budget - \$1,067,441

**Alternative A:**

Synopsis: A 25% Budget reduction equals \$267,085. To achieve this reduction, four full-time positions would be reduced to part-time positions, consisting of the Planning Director, Planning Manager, Planning Assistant, and Administrative Analyst. Further reductions include elimination of the Code Enforcement Program, and elimination of contract planning services. There would be substantial customer service delays in planning and building-related activities and the ability to preserve the City's overall appearance and quality of life will be hindered. The overall reduction of full-time positions to part-time employment will result in high turn-over rates leading to the inefficient use of limited staff time spent in constant retraining and filling in for vacant positions in lieu of processing planning applications, General Plan implementation, ordinance amendments, etc. Reduction in planning services includes: reduced public counter hours to 2 hours per day (7:30-9:30 AM); reduced Planning Commission meetings from twice-a-month, to once-per-month, resulting in longer meetings with multiple items on the agenda; considerable delay in processing planning applications, with potential automatic approvals of discretionary applications; and difficulty in meeting legal minimum planning deadline requirements.

Stop the Utility Users' Tax Initiative

Item	Description	Savings	Impact
1	Reduce full-time Planning Director to part-time	\$111,637	<ul style="list-style-type: none"> <li>• The reduction of the Planning Director from full-time to part-time will impede the Department's ability to translate the policies of the General Plan into zoning requirements.</li> <li>• Difficulty in meeting legal minimum deadlines specific to zoning cases and subdivisions with potential for projects to be deemed approved without discretionary review.</li> <li>• Reduced efficiency processing zoning cases and plan checks will elongate the time of construction projects, which will disrupt neighborhoods and city streets for longer periods of time.</li> <li>• Difficulty in processing Municipal Code Text Amendments in response to Federal, state and City Council mandates.</li> </ul>
2	Reduce full-time Planning Manager to part-time	\$61,033	<ul style="list-style-type: none"> <li>• The reduction of the Planning Manager from full-time to part-time will impede the Department's ability to translate the policies of the General Plan into zoning requirements.</li> <li>• Difficulty in meeting legal minimum deadlines specific to zoning cases and subdivisions with potential for projects to be deemed approved without discretionary review.</li> <li>• Reduced efficiency processing zoning cases and plan checks will elongate the time of construction projects, which will disrupt neighborhoods and city streets for longer periods of time.</li> <li>• The part-time Planning Manager will have to spend time filling in for loss of Administrative Analyst position and reduced hours of Assistant Planner.</li> <li>• It will be difficult to retain personal, resulting in loss of institutional knowledge.</li> </ul>
3	Reduce full-time Assistant Planner position to part-time	\$50,883	<ul style="list-style-type: none"> <li>• The reduction of an existing full-time to part-time position will impact the Department's ability to maintain current public counter service levels and will impact application processing and delay in plan check approvals due to reduced hours. Due to high turn-over rates, it will be difficult to recruit for new part-time Assistant Planner with GIS capability, thereby limiting the Department's, as well as the City's mapping and analysis capabilities.</li> <li>• Public counter hours will be reduced to two hours per day, significantly reducing the Department's ability to react to customer questions and requests. Service levels would drop off considerably.</li> </ul>
4	Reduce full-time Administrative Analyst position to part-time	\$59,373	<ul style="list-style-type: none"> <li>• Reduction of the position will have an impact on continuing current public counter service levels, and application requisition processing.</li> </ul>

Stop the Utility Users' Tax Initiative

5	Eliminate part-time Code Enforcement Officer	\$26,648	<ul style="list-style-type: none"> <li>Community priorities would not be met to correct violations of codes and ordinances enacted by the City resulting in an increase in non-permitted construction, illegal conversions of non-habitable structures, unmaintained properties, increased blight, non-permitted signage, and noise and nuisance violations, among others. Very little, to no response to community complaints/concerns.</li> </ul>
6	Eliminate contract services of Senior Planner	\$25,000	<ul style="list-style-type: none"> <li>Difficulty in meeting legal minimum deadlines specific to processing subdivision applications and hillside development permits with potential for projects to be deemed approved without discretionary review.</li> </ul>
<b>Total Proposed Budget Reduction Amount</b>			<b>\$267,085</b>

**Alternative B:**

Synopsis: Budget reduction is \$150,000. Two full-time positions would be reduced to part-time positions consisting of the Planning Director and Administrative Analyst. Further reductions include elimination of the Code Enforcement Program, and reduction in contract planning services. There would be substantial customer service delays in planning and building-related activities and the ability to preserve the City's overall appearance and quality of life will be hindered. The overall reduction of full-time positions to part-time employment will result in high turn-over rates leading to the inefficient use of limited staff time spent in constant retraining and filling in for vacant positions in lieu of processing planning applications, General Plan implementation, ordinance amendments, etc. Reduction in planning services include reduced public counter hours to 4 hours per day, Monday through Thursday (8:00 am - 12:00 pm), considerable delay in processing planning applications, with potential automatic approvals of discretionary applications and difficulty in meeting legal minimum planning deadline requirements.

Item	Description	Savings	Impact
1	Reduce full-time Planning Director to part-time	\$111,637	<ul style="list-style-type: none"> <li>The reduction of the Planning Director from full-time to part-time will impede the Department's ability to translate the policies of the General Plan into zoning requirements.</li> <li>Difficulty in meeting legal minimum deadlines specific to zoning cases and subdivisions with potential for projects to be deemed approved without discretionary review.</li> <li>Reduced efficiency processing zoning cases and plan checks will elongate the time of construction projects, which will disrupt neighborhoods and city streets for longer periods of time.</li> <li>Difficulty in processing Municipal Code Text Amendments in response to Federal, state and City Council mandates.</li> </ul>

Stop the Utility Users' Tax Initiative

2	Reduce full-time Administrative Analyst position to part-time	\$59,373	<ul style="list-style-type: none"> <li>Reduction of the position will have an impact on continuing current public counter service levels, application requisition processing.</li> </ul>
3	Eliminate part-time Code Enforcement Officer	\$26,648	<ul style="list-style-type: none"> <li>Community priorities would not be met to correct violations of codes and ordinances enacted by the City resulting in an increase in non-permitted construction, illegal conversions of non-habitable structures, unmaintained properties, increased blight, non-permitted signage, and noise and nuisance violations, among others.</li> </ul>
4	Eliminate contract services of Senior Planner	\$13,000	<ul style="list-style-type: none"> <li>Difficulty in meeting legal minimum deadlines specific to processing subdivision applications and hillside development permits with potential for projects to be deemed approved without discretionary review.</li> </ul>
<b>Total Proposed Budget Reduction Amount</b>			<b>\$150,000</b>

**Figure H**  
**Summarized Impacts to Staffing Under Alternate A and B**

Department	Staffing Reduction Alternative A	Staffing Reduction Alternative B
<b>Administrative Services</b>	Full-time = 2 Part-time = 2	Full-time = 2 Part-time = 2 Add = 1 Part-time
<b>Community Services</b>	Full-time = 0 Part-time = 1	Full-time = 2 Part-time = 5 Add = 1 Part-time
<b>Elected &amp; Appointed</b>	Full-time Part-time	Full-time Part-time
<b>Fire &amp; Paramedic</b>	Full-time = 4 Part-time = 9 Add = 10 Part-time Add = 1 Full-time	Full-time = 4 Part-time = 25 Add = 3 Part-time Add = 1 Full-time
<b>Library</b>	Full-time = 1 Part-time = 6	Full-time = 3 Part-time = 6
<b>Police (Contracted Out)</b>	Full-time = 20 Part-time = 12	Full-time = 20 Part-time = 12
<b>Public Works</b>	Full-time = 2 Part-time = 0 Add = 1 Part-time	Full-time = 0 Part-time = 0
<b>Planning</b>	Full-time = 4 Part-time = 1 Add = 4 Part-time	Full-time = 2 Part-time = 1 Add = 2 Part-time
<b>Totals</b>	Full-time = 33 Positions Part-time = 19 Positions Add = 15 Part-time Positions Add = 1 Full-time Position	Full-Time = 33 Positions Part-Time = 51 Positions Add = 7 Part-time Positions Add = 1 Full-time Position

The City currently has 61 full-time authorized positions (across all funds), and a reduction of 32 to 33 full-time positions is a 52% reduction in full-time staffing. Of the 61 authorized positions, the City currently has 45 full-time employees budgeted in the General Fund. A reduction of 33 full-time employees results in only 12 full-time employees remaining in the General Fund. As this analysis shows, it is only possible to achieve a \$2.5 million savings in the General Fund by eliminating more than half of the City's full-time authorized staffing.

The City currently has 76 part-time employees in the General Fund (31 FTE's). Under both alternatives at least 19 to 51 individuals would be laid-off.

### **Ongoing Operations with 0% UUT**

This analysis provides two alternate scenarios should the City lose its second largest General Fund revenue source. There may be other ways to reduce services to reach the necessary \$2.5 million, but each scenario will result in significant loss of services to the community. The cuts to the various departments are so severe that the departments are either eliminated like Community Services, outsourced like Police, or so significantly reduced, like Fire, that proper organizational controls and oversight are no longer feasible. In the case with Planning and Community Preservation, development projects could be automatically deemed approved because there is not enough staff to review the plans based on the deadlines set by State law, and the City's new General Plan would not be fully implemented. As illustrated this organizational structure would not be sustainable for the near- or long-term.

END

Agenda  
Regular Meeting of the Sierra Madre City Council,  
Successor Agency, and Public Finance Authority  
Tuesday, January 26, 2016  
Closed Session: 5:30 p.m.; Open Session 6:30 p.m.  
City Hall Council Chambers, 232 W. Sierra Madre Boulevard

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Mayor, John Capoccia, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency, and Public Finance Authority at 5:30 p.m. The Mayor asked for public comment and there was none, so the Mayor immediately adjourned the meeting to a Closed Session. The City Council returned from Closed Session at 6:35 p.m. and the Mayor opened the Open Session at 6:37 p.m. Nancy Sue Shollenberger, City Clerk, read the Roll, noting that all City Council Members were present.

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

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

Absent: None

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

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Council Member, Denise Delmar, led the Pledge of Allegiance and followed with a quote from Margaret Mead:

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has. Always remember that you are absolutely unique. Just like everyone else. Never believe that a few caring people can't change the world. For, indeed, that's all who ever have.

REPORT OUT FROM CLOSED SESSION:

Teresa Highsmith, City Attorney, reported on the following out from Closed Session:

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

The City Attorney reported that direction was given to the City Attorney, but no action was taken.

Personnel – Pursuant to Calif. Government code Section 54957  
Public Employee Performance Evaluation  
Title: City Manager

The City Attorney reported that this item was continued until the end of the Regular Meeting, due to lack of time.

Conference with Legal Counsel

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

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

Case Name: In re Petition of City of Sierra Madre Challenging 2012 Los Angeles Municipal Separate Storm Sewer System Permit (Order No. R4-2012-075)

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

The City Attorney reported that direction was given to the City Attorney, but no action was taken.

APPROVAL OF AGENDA:

Mayor Capoccia asked that Item #5 be pulled until Arcadia approves first, then we will agendize.

Council Member Delmar asked that Item 1c) under the Consent Calendar be pulled for separate discussion.

Mayor, John Capoccia moved and it was seconded by Council Member, John Harabedian for approval of the Agenda as amended. The motion passed by unanimous voice vote.

APPROVAL OF MINUTES OF JANUARY 12, 2016:

Council Member, Rachelle Arizmendi remarked that she had a typo that she will give to the City Clerk.

Mayor Pro Tem, Gene Goss moved and it was seconded by Council Member, John Harabedian for approval of the Minutes of January 12, 2016 with the typo Council Member Arizmendi will give to the City Clerk. The motion passed by unanimous voice vote. (Council Member Arizmendi sent an e-mail on Feb. 3, 2016 and could not locate the typo so asked that the Minutes be approved as presented).

MAYOR AND CITY COUNCIL REPORTS:

- 1) Mayor Capoccia, Mayor Pro Tem Goss, Council Member Harabedian and Council Member, Denise Delmar, did not have a report for this meeting.
- 2) Council Member, Rachelle Arizmendi, reported that she attended the Public Safety Committee Meeting. Let us know if you have any ideas, we need topics of interest.

PUBLIC COMMENT:

Carolyn Dasher

Ms. Dasher reported that the Sierra Madre Wild & Scenic Film Festival is scheduled for March 12, 2016 from 2:00-3:00 for Children and later on an adult film on environment and outdoors in conjunction with Mono Lake, in the Council Chambers. Information will be forthcoming and you need to get tickets.

Rob Stockly

Mr. Stockly was present this evening to recommend that a future agenda item include the City Clerk's Compensation. Over time, the compensation of the City Clerk has escalated for Minutes and Election Process.

Nancy Sue Shollenberger, City Clerk

The City Clerk addressed everyone and remarked that it was an honor for her to announce our next City Clerk, Melinda Carrillo. The City Clerk followed with Melinda's Bio:

Meliinda has lived in Sierra Madre for the past five years with her two young sons who attend St. Rita's School. She and her children are St. Rita's parishioners. She and her boys are involved in Sierra Madre Little League and Sierra Madre Pony League. Melinda has a Bachelor of Arts degree from the University of Utah and a Master of Science degree from the University of Manchester in Manchester, England where she studied Business-Organizational Psychology. For the past six years, she has owned her own business, a skincare salon in the South Lake District in Pasadena, and has recently located to Sierra Madre. She has enjoyed her entrepreneurial work and the flexible schedule that has allowed her to be an active and supportive mother to her two children. Wanting to be of service to her beautiful community has inspired Melinda to run for City Clerk. Moreover, Melinda finds it a great honor to serve Sierra Madre and with much pleasure looks forward to following the footsteps of the devoted City Clerk of over three decades, Mrs. Nancy Shollenberger.

Mr. McQuire, San Gabriel Court

Mr. McQuire questioned if the UUT was being discussed this evening?

Mayor Capoccia stated that the educational materials will be handled separately.

Mr. McQuire remarked that he read in the Mountain View News that there was an argument against the UUT. The proposal brought to the City regarding the Sheriff's Department coming to Sierra Madre to save the City money. I don't remember the figures that were stated.

Mayor Capoccia remarked that two members of the City Council have written a rebuttal.

Mayor Capoccia closed public input.

PRESENTATION:

Bruce Inman, Director of Public Works, gave a slide presentation regarding the water conservation and the City's Water Quality Report.

- MWD connection running at 2,500 gallons per minute.
- 11 acre feet per day.
- Percolating as fast as the water is coming in.
- Spreading of Import began December 17<sup>th</sup>.
- 363 Acre Feet of imported water have been spread to date.



1a). WARRANTS

Staff recommends approval of Resolution No. 16-08 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS" and approval for payment of City Warrants in the aggregate amount of \$244,642.84; Sierra Madre Library Warrants in aggregate amount of \$2,791.41 and Payroll Transfer in the aggregate amount of \$295,684.85 for the fiscal year ending June 30, 2016.

1b). TREASURER'S REPORT – QUARTER ENDING SEPTEMBER 30, 2015

CITY OF SIERRA MADRE  
 TREASURER'S REPORT FOR  
 CASH AND INVESTMENT PORTFOLIO  
July - September 2015

CITY CASH

ACCOUNT	INSTITUTION	BALANCE	RATE
ALL	BANK OF AMERICA	\$ 10,852,174.60	0.000%
	TOTAL	\$ 10,852,174.60	

ACCOUNT NAME	INSTITUTION	BEGINNING BALANCE	+ DEPOSITS	(-) WITHDRAWALS	ENDING BALANCE	RATE
General Account	BANK OF AMERICA	12,717,173.30	3,496,363.06	(5,361,351.76)	10,852,174.60	0.00%
	TOTAL	\$ 12,717,173.30	\$ 3,496,363.06	\$ (5,361,351.76)	\$ 10,852,174.60	

CITY INVESTMENT

ISSUER	BOOK VALUE	FACE VALUE	MARKET VALUE	PERCENT OF PORTFOLIO	STATED RATE
LOCAL AGENCY INVESTMENT FUND	\$ 7,284,188.04	\$ 7,284,188.04	\$ 7,284,188.04	100.00%	0.32%
TOTAL	\$ 7,284,188.04	\$ 7,284,188.04	\$ 7,284,188.04	100.00%	

ISSUER	BEGINNING BALANCE	+ DEPOSITS/ PURCHASES	(-) WITHDRAWALS/ SALES/ MATURITIES	ENDING BALANCE	STATED RATE
LOCAL AGENCY INVESTMENT FUND	\$ 7,279,042.58	\$ 5,145.46	\$ 0.00	\$ 7,284,188.04	0.32%
TOTAL	\$ 7,279,042.58	\$ 5,145.46	\$ 0.00	\$ 7,284,188.04	

CITY - TOTAL CASH AND INVESTMENT \$ 18,136,362.64

FISCAL AGENT

ISSUER	BOOK VALUE	FACE VALUE	MARKET VALUE	PERCENT OF PORTFOLIO	STATED RATE
BNY MELLON	1,551,135.50	\$ 1,551,135.50	\$ 1,551,135.50	100.00%	0.00%
TOTAL	\$ 1,551,135.50	\$ 1,551,135.50	\$ 1,551,135.50	100.00%	

ISSUER	BEGINNING BALANCE	+ DEPOSITS/ PURCHASES	(-) WITHDRAWALS/ SALES/ MATURITIES	ENDING BALANCE	STATED RATE
BNY MELLON/ Water 1998	1,416.22	0.00	0.00	1,416.22	0.00%
BNY MELLON/ Water 1998 Reserve	529,030.28	15.12	0.00	529,045.40	0.00%
BNY MELLON/ Tax 1998 Reserve Fund	401,690.74	11.55	0.00	401,602.29	0.01%
BNY MELLON/ Fin Auth Water 2003 Reserve	619,053.70	17.89	0.00	619,071.59	0.00%
TOTAL	\$ 1,551,090.94	\$ 44.56	\$ 0.00	\$ 1,551,135.50	

CITY - TOTAL FISCAL AGENT \$ 1,551,135.50

In compliance with the California Code Section 53646, as the City Treasurer of the City of Sierra Madre, I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the City's expenditure requirements for the next six months and that all investments are in compliance to the City's Statement of Investment Policy. I also certify that this report reflects all Government Agency pooled investments and all City's bank balances.

*Richard Mays*  
 Richard Mays, City Treasurer

01/20/2016  
 Date

This Agenda item is a receive and file the Treasurer's Report for the cash and investment portfolio for quarter ending September 30, 2015.

Item 1c) was pulled for separate discussion.

1d). SECOND READING OF MUNICIPAL CODE TEXT AMENDMENT 15-04 (MCTA 15-04) – ORDINANCE NO. 1371 – AMENDING TITLE 17, CHAPTER 17.10 – MARIJUANA CULTIVATION AND MARIJUANA DISPENSARY.

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

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

Staff recommends that the City Council read by title only, pass second reading and adopt Ordinance No. 1371 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING MUNICIPAL CODE CHAPTER 17.10 REGULATING THE CULTIVATION AND DISTRIBUTION OF MARIJUANA".

1e). SECOND READING AND ADOPTION OF ORDINANCE NO. 1374, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE REPLACING SIERRA MADRE MUNICIPAL CODE CHAPTER 15.60 WATER EFFICIENT LANDSCAPE ORDINANCE TO COMPLY WITH CURRENT STATE MODEL ORDINANCE.

Staff recommends that the City Council ready by title only and adopt Ordinance 374 on second reading, replacing Municipal Code Chapter 15.60 Water Efficient Landscape Ordinance to comply with the current State Model Water Efficient Landscape Ordinance.

On January 12, 2016, the City Council held a public hearing on the proposed Ordinance 1374. The proposed ordinance was taken from the Orange County Model Ordinance and modified to fit Sierra Madre. There was no public comment and the ordinance was approved unanimously, with a minor change in the language as recommended by the City Attorney. The proposed ordinance has been amended as recommended by the City Attorney.

Staff recommends approval of Ordinance No. 1374 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, PROVIDING A MANDATORY UPDATE OF THE SIERRA MADRE WATER EFFICIENT LANDSCAPE ORDINANCE BY REPLACING CHAPTER 15.60 OF THE MUNICIPAL CODE", for second reading and approval.

Council Member, Rachele Arizmendi moved and it was seconded by Council Member, Denise Delmar, for approval of the Consent Calendar, excluding item 1c), as presented by staff. The motion passed by unanimous voice vote.

1c). UUT EDUCATIONAL INFORMATION

Elisa Cox, Assistant City Manager, gave the staff report.

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

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

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

The City Manager gave the schedule of information dissemination from February 1, 2016 through March 14, 2016. In order to reduce costs by \$2,500 staff is recommending to mail just the first postcard and to include the information from the second postcard on the City's website, Facebook and eBlast.

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

Mayor Pro Tem Goss questioned that the lowest bid is \$6,000 and Ms. Cox stated "yes".

Council Member, Denise Delmar, asked that the City Council see the material before it is mailed out.

Ms. Cox stated that we can share this information, it is in draft now.

Council Member Delmar remarked that it is a 4-pg. mailer, is this necessary?

Ms. Cox stated that the information includes information on the UUT, where the City gets the funding, includes cost reductions and what the City has done.

Council Member Delmar felt that four pages is a lot. Can you get it down to one page? Maybe four pages won't be read by the residents.

Ms. Cox noted that there are a lot of graphs.

The City Manager remarked that perhaps if everyone is involved we could have a Brown Act issue. It is best to have a subcommittee of two.

Mayor Capoccia asked the City Attorney if she has looked at the drafts, and the City Attorney said that she has not seen them.

Mayor Capoccia stated, "We want to make sure we keep things on up and up".

Mayor Capoccia opened for public comment and there was none, so he closed it right away.

Mayor Pro Tem, Gene Goss, stated that at the last committee meeting of Oversight Committee they had a thorough and intense meeting. There was the feeling that the residents will read everything. Staff can put in water bill. Postcards are simple. We had two meetings.

Council Member, John Harabedian, agrees with Council Member Delmar's point, some residents will read and some won't. If we are looking to inform the residents, four pages is beneficial. I vote to approve as committee recommended.

Council Member, Rachelle Arizmendi, feels the postcard could cost more – is the four-page mailer high quality?

Ms. Cox stated "Yes, it is heavier paper".

Council Member, Rachelle Arizmendi, stated that she feels it is more of a financial issue. I am okay with four-page mailer. Residents will look at the website if they are serious.

Mayor, John Capoccia, stated that he is okay with the four-page mailer that committee suggested.

Council Member, Denise Delmar, stated that you have to be mindful of the perception. The City Attorney said the staff can do. The voters may think the money is wasted on this. It seems like an overkill.

Council Member Arizmendi offered to serve on the subcommittee.

Council Member, Denise Delmar, remarked that the City Council needs to stay out of this. Be mindful of the people receiving the information.

Mayor Capoccia stated that with regard to Mayor Pro Tem's point, the people want to receive more, I am in favor of authorizing \$7,500.00, and hopefully it will be less.

Council Member, John Harabedian moved and it was seconded by Mayor Pro Tem, Gene Goss, for approval of staff's recommendation. The motion passed by unanimous voice vote.

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

Vincent Gonzalez, Director – Planning & Community Preservation

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

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

After discussing possible changes at the June 4, and October 15, 2015 meetings the Commission conducted public hearings on November 19<sup>th</sup> and January 7, 2016, when it recommended approval of Ordinance No. 1375 to the City Council as reflected in Planning Commission Resolution No. 15-18 which was attached to the Agenda.

Mr. Gonzalez discussed Chapter 17.20 -one family residential zone ordinance, clarification of prevailing setbacks, flag lots and exclusive access easements that are prohibited, and reviewed Chapter 17.48 (Development Standards) which included maximum height for chimneys and modified front yard on cul-de-sac.

Mr. Gonzalez also reviewed Chapter 17.60 (Variances and Conditional Use Permits), reviewing conditional use permit findings.

Alternatives:

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

Staff recommends Alternative No. 1, above, that the City Council introduce and approve for first reading by title only, and waive further reading, Ordinance No. 1375 "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA AMENDING TITLE 17 ("ZONING") OF THE SIERRA MADRE MUNICIPAL CODE BY AMENDING CHAPTER 17.20 ("R-1 ONE FAMILY RESIDENTIAL"), SECTION 17.20.053 ("ANGLE PLANE"), SUBSECTION 17.20.050.A.2 ("FRONT YARD SETBACKS GREATER THAN 25 FEET"), AND ADDING SECTION 17.20.115 ("FLAG LOTS PROHIBITED"); AMENDING CHAPTER 17.48 ("DEVELOPMENT STANDARDS") SECTION 17.48.020 ("HEIGHT OF PENTHOUSES AND ROOF STRUCTURES") AND REPEALING SECTION 17.4.080 ("MODIFIED FRONT YARD CUL-D-SAC"); AMENDING CHAPTER 17.60 ("VARIANCES AND CONDITIONAL USE PERMITS") SECTION 17.60.040 ("CONDITIONAL USE PERMITS – BURDEN OF PROOF"), SECTION 17.60.041 ("ADDITIONAL BURDEN OF PROOF FOR PERMITS FOR INGLE-FAMILY HOUSES AS DESCRIBED IN SECTION 17.20.025") AND SUBSECTION 17.60.055.b ("PUBLIC NOTICE").

Mr. Gonzalez noted that John Hutt was here this evening and will add to my recommendations.

John Hutt

Mr. Hutt remarked that he joins the Planning Commission in approving Ordinance 1375. We considered the neighbors and property owners. We have a simpler diagram that works. We had many meetings and reviewed codes from other cities. Most important revision is CUP findings. It provides direction to the property owners. Staff went through the changes. If you want more input, let me know.

Mayor Pro Tem, Gene Goss thanked Mr. Hutt for coming and feels the upgrades are good. How do you delineate public view? What right does the neighbor have? Who constitutes unreasonable noise level?

Mr. Hutt stated that there was no standards, but there were adverse impacts. We could properly evaluate. With regard to views – it will be a judgement call. We are just saying, preserve some view. There is no intent to stop building generally.

Mayor Capoccia, Mayor Pro Tem Goss and Council Member Harabedian expressed concern about "blocking view".

Mr. Hutt remarked that he didn't know if a review has been done. It will apply to new development. Language was hard to follow before. We wanted to make it simple. This is really for new subdivisions.

Council Member, Denise Delmar, stated that this was all done in response to the General Plan. The Planning Commission was unanimous. They were all 100% behind R-1. I want to thank the staff for the pictures in the Agenda. Also, thank you, John Hutt, for your report.

Council Member, Rachelle Arizmendi, also thanked the Commission, Vincent Gonzalez and the Planning Commission. Also, thank you, John Hutt, for having the General Plan in mind and property rights.

Mayor, John Capoccia, also thanked everyone for cleaning this up and we now have clarity. There will be challenges and debates. I am confident the process will work.

Mr. Hutt stated that we will need additional review – chimneys for example. You never can predict everything.

Mayor Capoccia noted that this is a public hearing and opened for public comment.

Barbara Leigh Cline, E. Sierra Madre Blvd.

Ms. Cline thanked John Hutt and the Planning Commission. Mr. Hutt has so much knowledge. We are privileged to have him. It is great to clean up the General Plan.

Barry Gold, Ramona Avenue

Good Evening Mayor Capoccia and Council Members: I want to commend the Planning Commission for recommending such a well thought out set of code improvements designed to minimize inappropriate building while encouraging responsible development which you all have fought so hard for when you unanimously passed the General Plan Update. I particularly value the additional findings provisions which will give the Planning Commission the tools needed to address privacy, noise, view, and other related issues. I hope you will adopt these recommendations as they are presented to you. Thank you for your time.

Mayor Capoccia closed public input portion.

Council Member, Denise Delmar remarked that she is thankful for the work that has been done and we are moving forward.

Mayor Pro Tem, Gene Goss, also remarked that he is glad Mr. Hutt came this evening. He thanked him for his input. My concern is about people who want to make additions. I am not comfortable with some regulations – unreasonable noise? What rights do you have? Perhaps it could be defined more in the future.

Council Member, John Harabedian, questioned “burden of proof” and what it was in reference to?

Mr. Hutt stated that it was in reference to the Canyon Zone – R-1 and Canyon.

Council Member Harabedian addressed “definition of unreasonable and public view”. They are standards, not rules. I have faith in our ability to have a good Planning Commission. I am okay with changes.

Mayor, John Capoccia, stated that he is probably more okay with it. Concern is that it drives the cost up. It is good for Sierra Madre.

Council Member, John Harabedian moved and it was seconded by Council Member, Denise Delmar, for approval of Alternative 1 above. The motion passed by unanimous voice vote.

3). PUBLIC HEARING: CONSIDERATION OF CITY COUNCIL RESOLUTION NO. 16-06 AMENDING THE FEE SCHEDULE BY ADOPTING THE EMERGENCY MEDICAL SERVICES DISPATCH FEE”.

Steve Heydorff, Fire Chief, gave the staff report.

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

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

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

The SMFD Paramedic Program is majority funded by the revenue received from the transport of Basic Life Support (BLS) and Advanced Life Support (ALS) patients by Sierra Madre Paramedics, and subsidized by the General Fund. Rates are defined by the "County of Los Angeles General Public Ambulance Rates" schedule and are categorized into one of two levels: ALS and BLS. Currently this is no charge for patients treated by SMFD personnel but not transported. A typical non-transport EMS call generally requires thirty (30) minutes of SMFD time. When there is no transporting of a patient, the Fire Department receives no revenue for the time sent on the call. The fully burdened costs listed in the table in the Agenda details the amount of which the City is responsible for each non-transport EMS dispatch.

An EMS Dispatch Fee would be billed to all non-transport BLS and ALS level patients that are evaluated and treated by SMFD personnel. Residents who subscribe to the \$60.00 per year Paramedic Subscription Program would remain exempt to all EMS charges after insurance billing.

Staff recommends the approval of the amendment of the Fee Schedule to include an Emergency Medical Services Dispatch Fee of \$272.88, and approval of Resolution No. 16-06 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, AMENDING THE FEE SCHEDULE BY ADOPTING THE EMERGENCY MEDICAL SERVICES DISPATCH FEE".

Fire Chief, Steve Heydorff addressed the City Council, City Clerk and City Manager: I am here to ask your consideration for an emergency medical services dispatch fee. Sierra Madre along with 13 other cities contract Verdugo for their dispatch services. Our cost is about \$64,000 per year. The dispatch fee will help offset the costs by charging for non-transported EMS calls. These are the medical calls we go on that the patient is not required or refuses to go to be transported to the hospital. The type calls are minor lacerations, called to checked their blood pressure any minor medical issue. The other case are calls where they will sign AMA (Against medical advice); this is when we advise the patient that he or she needs to go to the hospital but refuses. As you know, we are not allowed to kidnap patients. The fee will be charged if we start a patient care report. Some calls that we don't do a PCR are assist the invalid, helping people up. These types of calls are usually dispatched to the Engine Company only.

The City Manager remarked that the \$272.88 recommended fee is the rule for all fees – 100% recovery fee.

Council Member, John Harabedian, remarked that the dispatch fee applies to all calls, unless I subscribe to \$60.00 subscription? After first time and not on program, could we have them sign up?

The City Manager stated, "We could leave a pamphlet behind".

Council Member, Denise Delmar, asked the Fire Chief how many calls the department gets that the patient is not transported?

Chief Heydorff stated: "200".

Mayor Capoccia noted that if a patient is transported, Medicare covers the cost.

Mayor Pro Tem, Gene Goss, stated that this is modest relief. It helps with the deficit problem.

Mayor Capoccia encouraged everyone to subscribe to the prescription program for \$60.00/Yr.

Council Member, Rachelle Arizmendi, asked how many subscribe to the program?

Fire Chief Heydorff stated: "400".

Mayor Pro Tem Goss stated that the subscription program will rise if a fee is charged.

Mayor Capoccia opened for public input.

Barbara Leigh Cline, E. Sierra Madre Blvd.

Ms. Cline remarked that seniors are on a fixed income. Are they given a less fee? Would there be a charge with emergency medical transport? Paramedics can put a line in and drive around. If we went back to EMT's, would we see this charge?

The City Manager stated, "It is hard to say".

Barry Gold, Ramona Avenue

Mr. Gold stated that if the City Council decides to charge a fee if not transported, I would suggest that the General Fund and taxes we pay should cover these things. The City only incurs \$71.50 to Verdugo. All other charges go on if nobody calls.

Mayor Capoccia closed public input.

Council Member, John Harabedian, stated that we should be doing this across the board. I promote the subscription program. If a resident is charged, they should be told about the program. Collection will be an issue. I am okay with the fee.

Mayor Pro Tem, Gene Goss, stated that he is concerned about the fee – we need to let the seniors know about the subscription program. This is a reasonable approach.

Council Member, Rachelle Arizmendi, stated that we have considered reviewing fees. Ensure that we have ample time to inform the residents. Communicate effectively.

Council Member, Denise Delmar, stated that her first concern was the cost of the fee. We are spending money and resources. Other cities charge and ours are not. I wouldn't do immediately. Let the public know. Educate the people, then I'm okay with this.

Mayor, John Capoccia, questioned that if we catch seniors by surprise, could we have a grace period? Could we give a waiver if they sign up for the subscription program?

City Manager, Elaine Aguilar, stated that it is possible, but realistically adds more work to staff. Consider not charging the full amount and use a graduated fee. Give us three months to get information out. After three months, implement fee. We can reach out to folks. Maybe start July 2016.

Mayor Capoccia stated that three months is fine, then full coverage. In regards to Barry Gold's remarks – we have fees for many services. Our situation is changing and cost recovery is important.

Council Member, Rachele Arizmendi, moved and it was seconded by Mayor Pro Tem, Gene Goss, for approval of Resolution No. 16-06 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING THE FEE SCHEDULE BY ADOPTING THE EMERGENCY MEDICAL SERVICES DISPATCH FEE", to begin July 1, 2016. The motion passed by unanimous voice vote.

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

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

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

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

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

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

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

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

Alternatives:

- 1). The City Council may direct staff to place additional signage, curb painting, and pavement markings at the intersection of East Highland Avenue and North Mountain Trail, as recommended by the traffic engineer, and direct staff to develop a Code Amendment adopting the current California Manual of Uniform Traffic Control Devices as the basis for installation of traffic control devices in Sierra Madre
- 2). The City Council may direct staff to install a four-way stop at the intersection of Mountain Trail and Highland. L Because the intersection does not meet 4-way stop warrants, creation of a four-way stop is contraindicated. According to multiple traffic engineering studies done nationwide, installation of unwarranted stop signs may actually increase the potential for collisions at an intersection as well as increasing the City's liability should an accident take place. Furthermore, installation of an unwarranted stop sign sets a precedent under which future requests for unwarranted stop signs might be approved in this option. The City Council would not adopt the California MUTCD.
- 3). The City Council could direct staff to order an updated traffic/warrant study on the intersection of East Highland and Mountain Train addressing the need for a 4-way sto or installation of IRWL improvements.
- 4). The City Council may defer action on this matter.

Mayor Pro Tem, Gene Goss, stated that three of four major routes have stop signs.

Council Member, John Harabedian, stated that with the building of the Middle School, traffic increased, we might have more traffic. Is it a fair assumption?

Mr. Inman stated that the Middle School population is remaining constant. The Principal of the School is here.

Vanessa Munoz, Willdan

Ms. Munoz announced that she has a Bachelor degree, took Traffic Survey Exam, and has four years' experience. She is a Registered Civil Engineer.

Mayor Capoccia questioned how the standards were developed for the MUTCD?

Ms. Munoz stated that seven years ago it became standardized. We are all implementing the same thing.

Mayor Capoccia questioned 2 lanes vs. 4 lanes?

Ms. Munoz noted the broad sense – speeds come into play – studies come into play. You need to look at whole aspect of transportation.

Mayor Capoccia stated, "Sierra Madre is different".

Council Member, Denise Delmar, questioned the number of vehicles over an 8-hour period. We are talking about school time.

Ms. Munoz stated that you need to be aware of the surroundings. You need to find out when school would be out and the children would be walking. Consider what is typical. The volumes are not there for this intersection. When you install a device and it is not warranted – people will violate.

Mr. Newson, Principal of Middle School

Mr. Newson stated that with regard to Highland and Canon, we have crossing guards. We have volunteers who do it.

Mayor Capoccia asked Mr. Newson how many students there are at the school?

Mr. Newson stated that they have 400 now. We can increase to 650, but it could take years.

Council Member, Rachele Arizmendi, questioned the parking?

Mr. Newson stated that the parking lot will open soon.

Council Member Delmar asked if the parents use Mt. Trail for drop-off?

Mr. Newson stated, "No, they use Canon".

Mayor Capoccia opened for public input.

Joyce, North Mountain Trail

Joyce stated that what we are talking about is a mess. It is dangerous and unsafe. I feel a stop sign would be good. Mornings and afternoons are a mess. I am not happy to not have a stop sign.

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Sean Garvin

Mr. Garvin stated that he is present this evening to request that the City Council put a stop sign at Highland and Mountain Trail. I was almost hit.

Carol Keith

Ms. Keith stated that she was almost hit.

Faith Keith

Ms. Keith will be attending this school. For those who do not have good eyesight, it is very dangerous.

Jennifer Gowen

Ms. Gowen drives her son to school. She goes on Mountain Trail. The markings are confusing. Adding more signs won't help. Red curbs won't help, etc.

Andrea Van Winkle

Ms. Van Winkle noted that she walks her grandson on Laurel and Baldwin. I have to wait for at least five cars to go by. It is scary. Don't wait until someone gets hurt.

Barbara Leigh Cline, E. Sierra Madre Blvd.

Ms. Cline stated that she witnessed girls running down Canon. They ran down the street and almost got hit. Could handyman funds get something done? There should be crossing guards at Canon. Put it back on Pasadena Unified.

Melissa Thew, N. Baldwin

Ms. Thew questioned if little lights in the crosswalk which blink could warn everyone that someone is there. I would suggest trying that.

Nicole Trudeau

Ms. Trudeau stated that her son attends the Middle School. She experienced people stopping and almost getting rear ended. More signs are not the answer. Stop signs are warranted, especially southbound. Children need to be protected.

Conner Keith, E. Highland

Mr. Keith stated that he agrees with all that has been said. There is a safety issue. Encourage walking. Lights would be great.

Mr. Longhurst, Olive Avenue

Mr. Longhurst noted that he drives his kids to school. A stop sign would be quicker. Thank you.

Jennifer Kenyon, Highland avenue

She just wanted to state that she agrees with everybody else.

John Vandavelde

- Mr. Vandavelde stated that his son rode his bike, he is a Freshman now. His daughter is going now. Mountain Trail has lots of dwellings. Flashing lights are good. A four-way stop is needed.

Mayor Capoccia closed public input portion.

Mayor, John Capoccia thanked everyone for expressing their views.

Council Member, John Harabedian feels this is seemingly easy – my gut says put stop sign in. I put weight on that that it is the third time it has been brought up. It is dangerous. I understand the liability, but I weigh against practical nature of intersection. It is confusing. A stop sign wouldn't hurt. I feel it would be safer. My vote is to install a stop sign.

Mayor Pro Tem, Gene Goss, stated that he knows many who testified tonight. I am in favor of a stop sign. With respect to Public Work's staff, I respect their professionalism. It is my gut feeling that we need to protect children. I want a stop sign.

Council Member, Denise Delmar, stated that she has been hit at a crosswalk without a stop sign. We have children walking there. It makes sense to put a stop sign at this intersection. Why doesn't science support this? I am in favor of a stop sign. Have the police monitor at first.

Council Member, Rachele Arizmendi, stated that it is helpful to hear public input on this. I really have a hard time, if safety is concern, it could be more risky and less safe. My preference is to explore lighted crosswalk. Look at science, we should consider other options.

Mayor, John Capoccia, stated that he has lived on Highland for 32 years. We have installed three stop signs at different places. I am really struggling to go against guidelines. It could increase danger. If something happens, could we be faced with liability? It is less likely. I go with putting in a stop sign.

Mayor Pro Tem, Gene Goss, moved and it was seconded by Council Member, Denise Delmar, for approval of Alternative 2 above. The motion passed by unanimous voice vote.

BREAK: The City Council requested a break at 9:13 p.m. and the City Council reconvened at 9:22 p.m.

5). TEMPORARY SUPPLEMENTAL POLICE SERVICES FOR NIGHTTIME PATROL

This item was pulled until the City hears from Arcadia.

6). APPROVAL OF THE LEASE AGREEMENT WITH THE YMCA

Dani Cullens, Community Services Manager, gave the staff report.

Staff has negotiated a Lease Agreement with the Pasadena YMCA to operate and lease the Sierra Madre Community Recreation Center. At the October 29, 2015 Community Services Commission meeting, the Commission recommended sending the agreement with minor alterations to the City Council for approval.

The City has had a partnership with the Pasadena YMCA for the past 10 years. In July of 2004, the City entered a five-year lease agreement to operate an after-school and summer program at the Community Recreation Center. During this time the YMCA established themselves at the Center and were well received by the community. In September of 2010, the City renewed the agreement for another five years, expiring September 30, 2015. In 2012, the City and the YMCA entered into a secondary contract for the YMCA to operate the YAC, which also expired on September 30, 2015. On April 28, 2015, the City Council approved an addendum to the lease agreement with the YMCA to expand programming at the Recreation Center to include enrichment classes. Since October 1, 2015, the YMCA has been running the same programs on a month-to-month basis until a new lease agreement, incorporating the three previous agreements, is finalized and approved.

The terms of the proposed lease state that the YMCA will take over operating expenses for the Sierra Madre Community Recreation Center. This includes: water, gas and electricity, pest control, maintenance contract, staffing and other defined expenses in the professional services agreement. In addition, YMCA has agreed to a \$2,500.00 month lease for the first twelve months, increasing to \$3,000 per month beginning February 1, 2017. The annual revenue generated by the terms of the lease is \$30,000 the first year, increasing to \$36,000 a year thereafter.

Staff recommends that the City Council recommend approval of the Lease Agreement with the YMCA for the Sierra Madre Community Recreation Center.

Mayor Pro Tem, Gene Goss, questioned if the lease is terminated, does the City get the equipment?

Dani Cullens noted that any upgrades are included in the contract.

Mayor Pro Tem Goss asked what the market value was?

Dani Cullens stated that the strength machines have a longer life span.

Mayor Pro Tem, Goss stated that the machines are expensive. The YMCA system will put these to work?

Elisa Cox, Assistant City Manager, stated "Probably not have fitness programs".

Mayor, John Capoccia, asked what happens at the end of the five year contract and it is renewed with the YMCA, will they buy new equipment?

Dani Cullens stated that they just listed what they will buy now.

Mayor Capoccia questioned if they will donate the equipment at the end of the five-year contract.

Elisa Cox stated that the equipment becomes the property of the City of Sierra Madre. After five years, if equipment is damaged, they will purchase replacements.

Mayor Capoccia asked about technology upgrades?

Dani Cullens stated that it will be done regardless. The YMCA plans on additional improvements.

Ms. Cox stated that improvements of infrastructure stays with City.

Mayor Capoccia asked "How much do we gain or lose?"

Ms. Cox stated that it is a small amount, less than \$1,000. YMCA pays the Lease. The City receives \$6,000 per year in rent, but pays \$15,000 to YMCA. This is a new agreement.

Dani Cullens noted that the City will receive \$30,000 the first year.

Beth MacAller, Executive Director, YMCA

Ms. MacAller stated that the members will pay a fee. Exercise classes don't pay additional fee. Child Care went up. We won't see a big impact. It is included in membership. Teen programs have been increased.. We will have extended hours. We will have an Open House at night and do tours. Going forward, we have four vans. We need to serve the seniors. We don't turn anyone away.

Mayor Capoccia questioned the exercise equipment and where it will be?

Ms. MacAller remarked that we plan on the second floor, if it cannot bear the weight, we will see.

Ms. Cox noted that the second story will be used for teen programs.

Ms. MacAller remarked that Rosemary wants to use the facility.

Council Member, Rachele Arizmendi remarked that the Community Services Commission recommended a three year contract.

Council Member Delmar questioned parking?

Ms. Cox stated "Parking is a struggle".

Mayor Capoccia opened for public comment.

Pat Alcorn, E. Grand View

Ms. Alcorn remarked that the Community Services Commission considered three or five-year lease and the unanimous decision was to stick with three years – just like Water Works. We wanted a contract to our advantage.

Mayor Capoccia closed public input.

Council Member, Rachele Arizmendi, stated that what is coming from the Community Services Commission is a recommendation for three years, also staff is recommending because of where we are with the budget. Equipment longevity causes me to recommend three years.

Mayor Pro Tem, Gene Goss, asked how many rent out?

Mr. Powell from the YMCA stated that we don't have exact number.

Ms. Cox stated that Monrovia and LaCanada has YMCA.

Mayor Pro Tem Goss asked about the movement to contract out?

The City Manager stated, "Budget reductions and staffing".

Mayor Pro Tem Goss felt that it is a pretty well run program by the YMCA and he is okay with a three-year lease agreement.

Council Members Harabedian and Delmar also agree that a three-year lease agreement is okay. The YMCA is a good program.

Mayor, John Capoccia, stated that it is good for Sierra Madre. We are contracting so many things out. I would like to keep in-house, but can't. What is the vision of Sierra Madre in 15 years? I am okay with three year lease.

Council Member, Rachele Arizmendi, moved and it was seconded by Council Member, John Harabedian, for a three-year lease agreement with the YMCA. The motion passed by unanimous voice vote.

7). GENERAL PLAN IMPLEMENTATION PROGRAM POLICE AND FIRE DEPARTMENT

Steve Heydorff, Fire Chief, gave the Fire Department staff report, and Joe Ortiz, Captain, Sierra Madre Police Department gave the Police Department staff report.

On July 14, 2015, City Council certified the Final Environmental Impact Report and adoption of the General Plan Update document. The document includes updates to the Land Use, Resource Management, Hazard Prevention, Community Services Elements, and the associated Implementation Program 2015-2035.

The departments of Planning, Community Services, Public Works and Library have presented their implementation program to the City Council on September 22, 2015.

The Police and Fire Department's Implementation program detail sheets are included at the end of the staff report, as attachments "A" and "B".

Staff is seeking City Council direction regarding the prioritization of the implementation measures to be carried out in calendar year 2015-2016.

Joe Ortiz, Captain, Sierra Madre Police Department

Captain Ortiz reported on the following:

- The City will seek to respond to all calls for service within three minutes of a dispatched call. The City will also increase the number of monthly neighborhood watch meetings throughout the City and will hold bi-annual community Town Hall meetings to educate the community and senior citizens on crime prevention.

- The City will review all proposed tract maps and multi-family development to assess the impact of increased in population on response time, calls for service and traffic.
- The City will seek to identify more Neighborhood Watch Block Captains and Business Water participants to increase crime prevention awareness and vigilance.
- The City will partner with other City departments to facilitate their notification and/or response to citizen request for service traditionally outside the normal course and scope of the Police Department.
- The City will conduct regular quality of service audits with citizens who have interaction with police personnel. The quality of service audits will help identify issues of concern with overall quality of police service, and help determine critical training needs that may be needed to enhance the overall service by police personnel. In addition, ongoing training will be provided to police personnel in community policing and human relations.
- The City will partner with Community Emergency Response Team (CERT) volunteers to provide regular public safety and disaster preparedness training to citizens during neighborhood watch meetings, town hall meetings, and business watch meetings. In addition, efforts will be made to encourage all citizens and visitors to the City to participate in disaster preparedness programs sponsored by the fire Department and CERT.
- The City will provide, with the assistance of the Community Emergency Response Team (CERT) community education programs in emergency response and disaster preparedness for City residents.
- The City will train all sworn police personnel and all other staff on the implementation of Standardized Emergency Management System (SEMS) plan to address disasters such as earthquakes, flooding, fire, extreme weather, hazardous material spills, and other accidents.
- The City will develop and maintain an Emergency Operations Plan and Natural Hazard Mitigation Plan and will update it as needed.
- The City will partner with the Fire Department Community Emergency Response Team (CERT) and Emergency Radio Station 1630 AM, and volunteers to coordinate disaster response and dissemination of information during a disaster.
- The City will review existing ordinances and amend as necessary to incorporate hazard prevention measures for new and existing development.
- The City will continue to maintain a Code Enforcement Officer to respond to complaints from the public in a timely manner and ensure compliance with City codes and regulations.
- The City will work with residents and business owners to ensure code compliance in order to avoid the need for legal action. When such efforts have been exhausted, the City will follow Code Enforcement procedures to resolve violations.
- The City will identify and address code violations that warrant pro-active, targeted Code enforcement efforts.

Captain Ortiz, reviewed the activity over the past year and thanked the City Council for this opportunity and asked if there was any questions.

Steve Heydorff, Fire Chief, followed with the following:

Good evening Mayor, City Council, City Clerk and City Manager: I am here to ask your consideration for an emergency medical services dispatch fee. Sierra Madre along with 13 other cities contract Verdugo for their dispatch services. Our cost is about \$64,000 per year. The dispatch fee will help offset the costs by charging for non-transported EMS calls. These are the medical calls we go on that the patient is not required or refuses to go to be transported to the hospital. The type calls are minor lacerations, called to check their blood pressure any minor medical issue. The other cases are calls where they will sign AMA (against medical advice); this is when we advise the patient that he or she needs to go to the hospital but refuses. As you know we are not allowed to kidnap patients. The fee will be charged if we start a patient care report. Some calls that we don't do a PCR are assist the invalid, helping people up. These types of calls are usually dispatched to the Engine Company only. Insurance will pay on a case-by-case basis. Medicare is the same way through its Part B. And of course you will have no out-of-pocket expenses if you are enrolled in the subscription program. Thank you and I will answer any questions.

The Mayor noted that the above agenda item is a receive and file.

FUTURE AGENDA ITEMS:

- 1). Mayor, John Capoccia, asked that the item of City Clerk Compensation be agendized.

ADJOURNMENT:

The City Council adjourned to Closed Session at 9:52 p.m.

The City Council returned from Closed Session at 11:15 p.m. and there was no report as no action was taken.

---

John Capoccia, Mayor

Minutes taken and typed by:

Nancy Sue Shollenberger  
City Clerk

**RESOLUTION NUMBER 16 – 11**

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$256,710.65; Sierra Madre Library Warrants in aggregate amount of \$710.18 and Payroll Transfer in the aggregate amount of \$305,938.01 for the fiscal year ending June 30, 2016.

**APPROVED AND ADOPTED** this 9<sup>th</sup> day of February, 2016.

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

I hereby certify that the foregoing Resolution Number 16 – 11 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9<sup>th</sup> day of February, 2016 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

**City of Sierra Madre  
Department of Finance  
Warrant Register Recap  
City Council Meeting of February 09, 2016**

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

City of Sierra Madre Warrant .....	\$256,710.65
Sierra Madre Library Warrant .....	\$710.18
Payroll #2 Transfer.....	\$305,938.01

**Warrant Register 2/9/16****Attachment A**

Fiscal Year	Description	Amount	Page #
FY 1516	Manual Warrants	1,611.48	1
FY 1516	General Warrants - Utility Bills	4,303.55	2
FY 1516	General Warrants	250,795.62	3-7
	Total	256,710.65	

Fiscal Year	Description	Amount	Page #
FY 1516	Library Warrants	710.18	8
	Total	710.18	

Date: 1/28/2016	Payroll #2 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	305,938.01	
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City of Sierra Madre, CA

# Check Approval

P.1

Packet: APPKT02713 - MAN 2/9/16

Check Date: 02/02/2016

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1497	MOUNTAIN VIEWS NEWS				1,611.48
APBNK	Check	<u>CM140295</u>	Publication Services	10000.12000.52206	1,611.48
<b>Report Total:</b>					<b>1,611.48</b>



City of Sierra Madre, CA

# Check Approval

P.2

Packet: APPKT02712 - UTILITIES 2/9/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 02/02/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 60001 - INT SVC FND - FACILITIES MGT</b>							
<u>0129</u>	AT&T	APBNK	Check	<u>81829102416611-01</u>	TELECOM DIV 911 PRGM	60001.83200.55005	133.66
<u>VEN02715</u>	MCI Comm Service	APBNK	Check	<u>6263552835-011116</u>	TELEPHONE	60001.83200.55005	5.67
<u>1749</u>	PACIFIC TELEMAGEMENT SERVICE	APBNK	Check	<u>808805</u>	PAY PHONE/PD	60001.83200.55005	82.64
<u>0942</u>	TELEPACIFIC COMMUNICATIONS	APBNK	Check	<u>74808699-0</u>	PHONE SVC	60001.83200.55005	3,792.83
<u>1781</u>	VERIZON	APBNK	Check	<u>1169766197-011616</u>	INTERNET SVC	60001.83200.55005	85.99
<b>Fund 60001 Total:</b>							<b>4,100.79</b>
<b>Fund: 60003 - INT SVC FND - TECHNOLOGY</b>							
<u>1439</u>	TIME WARNER CABLE	APBNK	Check	<u>8448300220027467-</u>	CABLE SVC	60003.30000.52200	51.50
				<u>8448300220137019-</u>	CABLE SVC	60003.30000.52200	151.26
<b>Fund 60003 Total:</b>							<b>202.76</b>
<b>Report Total:</b>							<b>4,303.55</b>



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Packet: APPKT02722 - GEN 2/9/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 02/02/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>							
<u>VEN02257</u>	ATLAS BUSINESS SOLUTIONS INC						
APBNK	Check			<u>IVC090918</u>	SCHEDULE SOFTWARE & SUBSCRIPTION	10000.50000.52200	469.20
						10000.61000.53409	234.60
<u>VEN01103</u>	BEAN TOWN COFFEE HOUSE & BAKERY						
APBNK	Check			<u>052895</u>	DEPT MEETING	10000.50000.53999	88.94
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBNK	Check			<u>640713</u>	ASPHALT	10000.83500.53206	60.35
				<u>642450</u>	ASPHALT	10000.83500.53206	91.10
				<u>643520</u>	ASPHALT	10000.83500.53206	59.17
<u>1087</u>	CITY OF ARCADIA						
APBNK	Check			<u>CIMP000016</u>	NPDES MONITORING	10000.81201.52001	32,677.98
<u>0795</u>	CITY OF GLENDALE						
APBNK	Check			<u>GLN0000006659</u>	VERDUGO COMMUNICATIONS FEE (FY 2015-16)	10000.61000.52100	4,810.20
<u>1681</u>	DEPT OF CONSERVATION						
APBNK	Check			<u>INV017823</u>	Quarterly SMIP fees/3rd quarter-2015	10000.00000.23206	104.22
				<u>INV017822</u>	Quarterly SMIP fees/4THQUARTER-2015	10000.00000.23206	81.45
<u>1462</u>	FASCHING'S CAR WASH						
APBNK	Check			<u>INV017816-DEC2015</u>	CAR WASHES/12-15	10000.50000.52302	146.45
				<u>INV017814-OCT2015</u>	CAR WASHES/10-15	10000.50000.52302	251.20
				<u>INV017815-NOV2015</u>	CAR WASHES/11-15	10000.50000.52302	213.25
<u>0247</u>	IACP - MEMBERSHIP						
APBNK	Check			<u>1001181491</u>	IACP MEMBERSHIP	10000.50000.53409	150.00
<u>VEN02712</u>	IND Construction Inc						
APBNK	Check			<u>INV017830</u>	REFUND/DUPLICATE PAYMENTS FOR BL	10000.00000.23400	1.00
						10000.00000.43002	198.00
<u>1758</u>	INTOXIMETERS						
APBNK	Check			<u>520220</u>	BAC TESTING INSTRUMENT REPAIRS	10000.50000.53300	219.36
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC						
APBNK	Check			<u>2130-643233</u>	Medical Clinic	10000.61000.52100	200.00
						10000.61000.52106	630.00
<u>0397</u>	KEVORK TCHARKHOUTIAN						
APBNK	Check			<u>16-102</u>	RETAINER/01-16	10000.82000.52100	800.00
				<u>16-202</u>	CITY ENGINEER SERVICES PLAN CHECK/01-16	10000.82000.52100	580.00
<u>VEN01551</u>	LACPCA						
APBNK	Check			<u>INV017806</u>	LACPCA 2016 SPRING CONFERENCE	10000.50000.53402	300.00
<u>0515</u>	LANDSCAPE WAREHOUSE						
APBNK	Check			<u>2476179</u>	IRRIGATION AND PARK SUPPLIES- PARKING LOT	10000.83300.53001	184.56
				<u>2475692</u>	IRRIGATION AND PARK SUPPLIES-PARKING LOT I	10000.83300.53001	78.48
				<u>2476258</u>	IRRIGATION AND PARK SUPPLIES- PARKING LOT	10000.83300.53001	9.47
<u>1065</u>	MAIL BOX & POSTAL						
APBNK	Check			<u>226802</u>	SHIPPING & POSTAGE	10000.50000.53101	27.61
				<u>226353</u>	SHIPPING & POSTAGE	10000.50000.53101	20.95
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
APBNK	Check			<u>INV017831</u>	Refund/Overpaid Business License	10000.00000.43002	27.00
<u>VEN02191</u>	MICRO TRENDS INC						
APBNK	Check			<u>6007</u>	HP Lazer Jet Printer Repair	10000.70000.53999	137.50
<u>0359</u>	NANCY SHOLLENBERGER						
APBNK	Check			<u>INV017827</u>	Minute Taking/JAN2016	10000.12000.52100	1,720.00
<u>0786</u>	OFFICE DEPOT, INC						
APBNK	Check			<u>819211900001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	391.79
				<u>818242882001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	57.53
<u>VEN01036</u>	PERS - RETIREMENT						
APBNK	Check			<u>100000014688986</u>	Cal Pers Survivor Benefit	10000.50000.51203	294.00

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBNK	Check	<u>100000014690753</u>	Cal Pers Survivor Benefit	10000.50000.51203	252.00
<u>1381</u>	PROFORCE LAW ENFORCEMENT						
		APBNK	Check	<u>261805</u>	TASER DOWNLOAD KITS	10000.50000.53300	196.72
<u>1443</u>	SHRED-IT						
		APBNK	Check	<u>9409031841</u>	SHREDDING SVCS	10000.50000.52200	279.65
<u>0498</u>	SIMON EQUIPMENT CO INC						
		APBNK	Check	<u>59883</u>	HEAVY EQUIPMENT RENTAL	10000.83300.53202	668.71
<u>VEN01257</u>	STANDARD INSURANCE COMPANY						
		APBNK	Check	<u>INV017828</u>	FF EAP 1st Q 2016	10000.61000.51303	88.20
<u>VEN02014</u>	SUSAN SAXE CLIFFORD, Ph.D. APC.						
		APBNK	Check	<u>15-1230-3</u>	Recruitment - PT Fire Engineer	10000.61000.52106	450.00
<u>0422</u>	THOMSON REUTERS - WEST						
		APBNK	Check	<u>833328817</u>	2016 CA CODE PAMPHLETS	10000.50000.53406	430.55
<u>VEN02000</u>	WEBIPLEX, INC.						
		APBNK	Check	<u>2182</u>	E-SUBPOENA SERVICES	10000.50000.52200	3,995.00
<b>Fund 10000 Total:</b>							<b>51,676.19</b>
<b>Fund: 34001 - DEVELOPMENT FEES</b>							
<u>VEN02254</u>	ACEC CA						
		APBNK	Check	<u>INV017821</u>	Annual Planning Publications	34001.40000.53409	145.88
<u>0841</u>	DAPEER, ROSENBLIT & LITVAK,LLP						
		APBNK	Check	<u>10805</u>	Specialized Legal Services/11-15	34001.40000.52201	41,069.26
				<u>10902</u>	Specialized Legal Expenses/12-15	34001.40000.52201	22,882.96
<u>0398</u>	HONG L. TAM						
		APBNK	Check	<u>INV017820</u>	Contract Plan Checking Services/SEP&OCT2015	34001.40000.52100	12,806.34
<u>1065</u>	MAIL BOX & POSTAL						
		APBNK	Check	<u>226054</u>	Building Department custom order stamp.	34001.40000.53100	141.70
<u>0425</u>	WILLDAN ASSOCIATES						
		APBNK	Check	<u>010-29998</u>	Impact Fee Update/12-15	34001.40000.52100	3,486.00
<b>Fund 34001 Total:</b>							<b>80,532.14</b>
<b>Fund: 36001 - EMERGENCY MEDICAL SERVICES</b>							
<u>VEN02257</u>	ATLAS BUSINESS SOLUTIONS INC						
		APBNK	Check	<u>IVC090918</u>	SCHEDULE SOFTWARE & SUBSCRIPTION	36001.64000.53409	234.60
<u>0795</u>	CITY OF GLENDALE						
		APBNK	Check	<u>GLN0000006659</u>	VERDUGO COMMUNICATIONS FEE (FY 2015-16)	36001.64000.52100	27,257.80
<b>Fund 36001 Total:</b>							<b>27,492.40</b>
<b>Fund: 37004 - LOCAL TRANSPORTATION/PROP A</b>							
<u>1717</u>	LACMTA						
		APBNK	Check	<u>800062711</u>	TAP CARDS/SENIORS & DISABLES	37004.70000.52001	212.00
<b>Fund 37004 Total:</b>							<b>212.00</b>
<b>Fund: 37006 - SENIOR CENTER</b>							
<u>1717</u>	LACMTA						
		APBNK	Check	<u>800062711</u>	TAP CARDS/SENIORS & DISABLES	37006.72000.52999	48.00
<b>Fund 37006 Total:</b>							<b>48.00</b>
<b>Fund: 37007 - SM COMMUNITY FOUNDATION</b>							
<u>VEN01613</u>	GANAHL LUMBER COMPANY						
		APBNK	Check	<u>R600024</u>	LUMBER AND HARDWARE SUPPLY	37007.83200.52209	78.03
<u>1466</u>	UNITED SITE SERVICES OF CA INC						
		APBNK	Check	<u>114-3628112</u>	Portable Restroom for Sierra Madre Sports Leagi	37007.70000.52999	108.90
				<u>114-3687502</u>	Portable Restroom for Sierra Madre Sports Leagi	37007.70000.52999	108.90
<b>Fund 37007 Total:</b>							<b>295.83</b>
<b>Fund: 38005 - GAS TAX FUND</b>							
<u>1024</u>	ATHENS						
		APBNK	Check	<u>1699992</u>	STREET SWEEPING/12-15	38005.81201.52200	7,669.89
<b>Fund 38005 Total:</b>							<b>7,669.89</b>
<b>Fund: 60000 - INT SVC FND - FLEET</b>							
<u>0741</u>	BEAR FRAME & WHEEL #3						
		APBNK	Check	<u>63582</u>	VEHICLE MAINTENANCE #5102 LIFT GATE TRUCI	60000.83100.53208	75.00
<u>0207</u>	ERNIE'S AUTO PARTS						
		APBNK	Check	<u>14IN216052</u>	VEHICLE MAINTENANCE SUPPLIES #5111 SERVIC	60000.83100.53208	23.55

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBNK	Check	<u>14IN215139</u>	VEHICLE MAINTENANCE SUPPLIES- GARAGE	60000.83100.53208	16.85
				<u>14CR032713-B</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	-10.90
				<u>14CR032713</u>	RECYCLING FEE	60000.83100.53208	10.90
				<u>14CR032713-A</u>	RECYCLING FEE	60000.83100.53208	-10.90
				<u>14IN215800</u>	VEHICLE MAINTENANCE SUPPLIES PD#2097 POL	60000.83100.53208	10.39
				<u>14IN215812</u>	VEHICLE MAINTENANCE SUPPLIES PD#2098	60000.83100.53208	94.91
				<u>14IN215319</u>	VEHICLE MAINTENANCE SUPPLIES- GARAGE	60000.83100.53208	83.60
<u>1454</u>	JDS TANK TESTING & REPAIR INC	APBNK	Check	<u>8430</u>	TANK TESTING AND MAINTENANCE/01-16	60000.83100.55001	140.00
<u>1790</u>	MD HYDRAULICS INC	APBNK	Check	<u>25532</u>	FLEET MAINTENANCE	60000.83100.53208	1,510.00
<u>0360</u>	QUINN COMPANY	APBNK	Check	<u>PC810728509</u>	HEAVY EQUIPMENT PARTS	60000.83100.53208	653.08
				<u>PC810728510</u>	HEAVY EQUIPMENT PARTS	60000.83100.53208	110.76
				<u>PR810276919</u>	HEAVY EQUIPMENT PARTS	60000.83100.53208	-53.55
				<u>PR810276920</u>	HEAVY EQUIPMENT PARTS	60000.83100.53208	-100.70
<u>1390</u>	VALLEY POWER SYSTEMS	APBNK	Check	<u>123002</u>	FD VEHICLE REPAIR	60000.83100.52200	1,547.82
				<u>122716</u>	FD VEHICLE REPAIR	60000.83100.52200	7,606.85
<b>Fund 60000 Total:</b>							<b>11,707.66</b>
<b>Fund:</b>	60001 - INT SVC FND - FACILITIES MGT						
<u>0714</u>	CINTAS CORPORATION #693	APBNK	Check	<u>693617517</u>	UNIFORM CLEANING	60001.83200.53303	269.05
				<u>693615520</u>	UNIFORM CLEANING	60001.83200.53303	269.05
<u>1181</u>	DELTA DISTRIBUTING	APBNK	Check	<u>133570</u>	JANITORIAL SUPPLIES	60001.83200.53200	479.60
<u>1639</u>	GMS ELEVATOR SERVICES INC	APBNK	Check	<u>00081479</u>	ELEVATOR MAINTENANCE/12-15	60001.83200.52200	175.00
<u>1724</u>	LAWRENCE ROLL-UP DOORS INC	APBNK	Check	<u>1616662</u>	FD ROLL UP DOOR MAINTENANCE	60001.83200.53200	244.00
<u>1372</u>	ORKIN COMMERCIAL SERVICES	APBNK	Check	<u>107318296</u>	PEST CONTROL/01-16	60001.83200.52200	313.47
				<u>107318299</u>	PEST CONTROL/01-16	60001.83200.52200	197.42
				<u>107318297</u>	PEST CONTROL/01-16	60001.83200.52200	149.55
				<u>107318298</u>	PEST CONTROL/01-16	60001.83200.52200	149.55
				<u>107318921</u>	PEST CONTROL/01-16	60001.83200.52200	70.00
<u>1373</u>	UNITED MAINTENANCE SYSTEMS	APBNK	Check	<u>13225</u>	JANITORIAL SERVICES/01-16	60001.83200.52200	3,626.64
<b>Fund 60001 Total:</b>							<b>5,943.33</b>
<b>Fund:</b>	60002 - INT SVC FND - ADMINISTRATION						
<u>0893</u>	CREATIVE FORMS & CONCEPTS, INC	APBNK	Check	<u>114432</u>	LASER PAYROLL CHECKS	60002.30000.53102	216.27
<u>0831</u>	DIGITAL HOUSING & ADMIN.	APBNK	Check	<u>10224</u>	ANNUAL HOST SERVICES FOR DOMAIN	60002.30000.52200	900.00
<u>0359</u>	NANCY SHOLLENBERGER	APBNK	Check	<u>INV017827</u>	Minute Taking/JAN2016	60002.12000.52100	430.00
<u>0786</u>	OFFICE DEPOT, INC	APBNK	Check	<u>819161478001</u>	Office Supplies/CH	60002.30000.53100	119.49
				<u>818508751001</u>	Office Supplies/CH	60002.30000.53100	10.88
				<u>818508564001</u>	Office Supplies/CH	60002.30000.53100	349.06
<u>0680</u>	POSTMASTER	APBNK	Check	<u>INV017829</u>	PRE-SORTED MAIL	60002.30000.53101	225.00
<b>Fund 60002 Total:</b>							<b>2,250.70</b>
<b>Fund:</b>	60003 - INT SVC FND - TECHNOLOGY						
<u>1786</u>	AXONTECH LLC	APBNK	Check	<u>7235</u>	Network Maintenance	60003.30000.52100	1,725.00
				<u>7248</u>	Network Maintenance	60003.30000.52100	1,380.00
				<u>7234</u>	Computer Supplies	60003.30000.52200	1,030.00
				<u>7243</u>	Microsoft Office & Server License & Assurance	60003.30000.52200	1,144.00
				<u>7230</u>	Computer Supplies	60003.30000.52200	470.65

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBNK	Check	<u>7229</u>	Computer Supplies	60003.30000.52200	2,420.00
<u>1218</u>	RALPH SEYMOUR						
		APBNK	Check	<u>1151</u>	WEBSITE MAINTENANCE	60003.30000.52200	250.00
<u>1641</u>	RICOH AMERICAS CORP						
		APBNK	Check	<u>48776909</u>	Copier Lease/01.15.16-02.14.16	60003.30000.53210	773.44
<b>Fund 60003 Total:</b>							<b>9,193.09</b>
<b>Fund:</b>	60007 - INT SVC FND - PERSONNEL AND RISK MGMT						
<u>1025</u>	CALIFORNIA J.P.I.A.						
		APBNK	Check	<u>5937</u>	Parks & Rec Academy,2/9-11/16	60007.70100.52205	175.00
<u>VEN02227</u>	Christine Smart						
		APBNK	Check	<u>INV017826</u>	Tuition reimbursement	60007.70100.53401	1,953.00
<u>2015</u>	CPS						
		APBNK	Check	<u>SQP40873</u>	Recruitment testing - WPO	60007.70101.52100	471.50
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC						
		APBNK	Check	<u>2130-643233</u>	Medical Clinic	60007.70100.52100	40.00
						60007.70101.52106	235.00
<u>0277</u>	LIEBERT CASSIDY WHITMORE						
		APBNK	Check	<u>INV017824</u>	Legal/ Dec- 2015	60007.70100.52201	5,481.55
<u>VEN02729</u>	Sonia Cruz						
		APBNK	Check	<u>INV017825</u>	Tuition Reim	60007.70100.53401	1,953.00
<b>Fund 60007 Total:</b>							<b>10,309.05</b>
<b>Fund:</b>	71000 - WATER ENTERPRISE FUND						
<u>1200</u>	BLUE DIAMOND MATERIALS						
		APBNK	Check	<u>642450</u>	ASPHALT	71000.81100.53206	45.55
				<u>643520</u>	ASPHALT	71000.81100.53206	29.59
				<u>640713</u>	ASPHALT	71000.81100.53206	30.17
<u>VEN01500</u>	INLAND WATER WORKS SUPPLY CO.						
		APBNK	Check	<u>280743</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	1,531.45
<u>0515</u>	LANDSCAPE WAREHOUSE						
		APBNK	Check	<u>2474596</u>	MAINTENANCE SUPPLIES- WEED KILLER	71000.81100.53001	529.58
<u>VEN01080</u>	PACIFIC COAST TOOL & SUPPLY						
		APBNK	Check	<u>0153065-00</u>	TOOLS	71000.81100.53205	438.37
<u>1131</u>	PERRY THOMAS CONSTRUCTION, INC						
		APBNK	Check	<u>3087</u>	CITY YARD WATER VAULT	71000.81100.56011	24,710.00
<u>VEN01396</u>	STEPHEN DORECK EQUIP RENTALS						
		APBNK	Check	<u>15MS43-01</u>	WOODLAND/ALTA VISTA EMERGENCY MAIN LE	71000.81100.52200	7,073.97
<u>1243</u>	USA BLUEBOOK						
		APBNK	Check	<u>837924</u>	WATER TREATMENT SUPPLIES	71000.81100.53209	211.01
<u>0335</u>	WATERLINE TECHNOLOGIES						
		APBNK	Check	<u>5327566</u>	WATER TREATMENT	71000.81100.53209	3,142.13
<b>Fund 71000 Total:</b>							<b>37,741.82</b>
<b>Fund:</b>	72000 - SEWER						
<u>1200</u>	BLUE DIAMOND MATERIALS						
		APBNK	Check	<u>642450</u>	ASPHALT	72000.81200.53206	18.22
				<u>643520</u>	ASPHALT	72000.81200.53206	11.83
				<u>640713</u>	ASPHALT	72000.81200.53206	12.07
<b>Fund 72000 Total:</b>							<b>42.12</b>
<b>Fund:</b>	77002 - RECREATION CLASSES						
<u>0514</u>	ANDREA WALSH						
		APBNK	Check	<u>INV017833</u>	Yoga Lessons	77002.77000.52200	331.50
<u>1394</u>	ANDREAS WEYERMANN						
		APBNK	Check	<u>INV017834</u>	Tennis Lessons	77002.77000.52200	705.90
<u>0636</u>	CYNTHIA SIRLIN						
		APBNK	Check	<u>INV017832</u>	Tai Chi Chuan Lessons	77002.77000.52200	104.00
<b>Fund 77002 Total:</b>							<b>1,141.40</b>
<b>Fund:</b>	77003 - SPECIAL EVENTS						
<u>VEN02725</u>	Dodger Tickets, LLC						
		APBNK	Check	<u>INV017835</u>	Senior ExcursionDodger Stadium Tour	77003.79003.52999	540.00
<b>Fund 77003 Total:</b>							<b>540.00</b>

Packet: APPKT02722 - GEN 2/9/16  
Vendor Set: 02 - Vendor Set 02

Check Date: 02/02/2016

P.7

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 77004 - SERVICES MOVIE/OES DETAILS</b>					
<u>VEN02719</u>	Image Locations				
APBNK	Check	<u>INV017819</u>	Refund of filming permit deposit	77004.00000.23001	2,000.00
<u>VEN02720</u>	Moxie Pictures				
APBNK	Check	<u>INV017817</u>	Film Deposit Refund	77004.00000.23001	2,000.00
<b>Fund 77004 Total:</b>					<b>4,000.00</b>
<b>Report Total:</b>					<b>250,795.62</b>



City of Sierra Madre, CA

# Check Approval

P.8

Packet: APPKT02716 - LIB 2/9/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 02/02/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>					
<u>0132</u>	BAKER & TAYLOR, INC.				
APBNK	Check	<u>4011474933</u>	Processing Fees	10000.90000.52200	0.26
		<u>4011475385</u>	Processing Fees	10000.90000.52200	4.48
		<u>4011474932</u>	Books and Reference	10000.90000.53406	9.86
<u>0145</u>	BRODART				
APBNK	Check	<u>424516</u>	Library Supplies	10000.90000.53100	109.69
<u>0314</u>	OCLC, INC.				
APBNK	Check	<u>0000436537</u>	'15-'16 OCLC & Baker & Taylor Subscriptions	10000.90000.52200	429.50
<u>0786</u>	OFFICE DEPOT, INC				
APBNK	Check	<u>818410132001</u>	Office Supplies	10000.90000.53100	6.57
		<u>818409927001</u>	Office Supplies	10000.90000.53100	77.70
<b>Fund 10000 Total:</b>					<b>638.06</b>
<b>Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND</b>					
<u>0132</u>	BAKER & TAYLOR, INC.				
APBNK	Check	<u>4011475384</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	24.17
<u>0218</u>	GAYLORD BROTHERS				
APBNK	Check	<u>2406698</u>	Archival Supplies	39006.90000.53999	47.95
<b>Fund 39006 Total:</b>					<b>72.12</b>
<b>Report Total:</b>					<b>710.18</b>



# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

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

DATE: February 9, 2016

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

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## **BACKGROUND**

On January 26, 2016 the City Council introduced for first reading Ordinance No. 1375 amending Title 17, Chapter 17.20 (One Family Residential Zoning Ordinance), Chapter 17.48 (Development Standards Ordinance), and Chapter 17.60 (Variances and Conditional Use Permits).

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

The City Council did not make any modifications to the Municipal Code Text Amendments as recommended by the Planning Commission on January 7, 2016. After discussing the proposed amendments in a noticed public hearing, the City Council approved for first reading, Ordinance No. 1375 on January 26, 2016.

Staff recommend that the City Council introduce and approve for second reading by title only, and waive further reading, Ordinance No. 1375, and designate the City Attorney to prepare a summary of Ordinance No. 1375 pursuant to Government Code Section

36933(c)(1). A lean copy of Ordinance No. 1375 is attached as Exhibit A. A redline version representing the changes to Ordinance No. 1375 is included as Exhibit B.

## **ANALYSIS**

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

The proposed amendments are described below:

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

**Angle Plane:** The R-1 ordinance currently does not allow chimneys to encroach into the 45-degree angle plane side yard setback. The proposed amendment allows for the encroachment to the extent necessary to meet code but no higher than 6 feet from the point where it penetrates the roof.

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

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

- **Chapter 17.48 (Development Standards):**

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

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

• Chapter 17.60 (Variances and Conditional Use Permits):

Conditional Use Permit Findings: The Commission is recommending minor revisions to the main conditional use permit findings (i.e. findings that are required for all conditional use permits), and more significant changes to the additional findings that are currently only applicable to single-family residential projects. These revisions include requiring that these additional findings be applicable to all projects that require a conditional use permit, not just single-family homes. Other changes address siting, landform, public and neighbors views, privacy, noise levels, material adverse impacts, design coherence, adherence to the norms of an identifiable style, enhancement of the neighborhood through exceptional design, and provides guidance regarding meeting the findings for approval.

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

**Consistency with General Plan**

The proposed amendments are required out of public necessity, convenience and general welfare (SMMC 17.64.010) as they would further the goals of preserving the small town character of the community, and promoting architectural diversity while maintaining neighborhood consistency. The proposed revisions to the conditional use permit findings, clarification of prevailing front yard setback requirements, elimination of

flag lots and exclusive access easements on newly created or reconfigured lots, and elimination of the modified front yard setback for cul-de-sacs would serve to address scale, massing and privacy impacts of neighboring properties. Furthermore, all of the proposed amendments are generally consistent with the goals, policies, and objectives of the General Plan in that they would help protect low-density single-family residential uses in the City.

## **ENVIRONMENTAL**

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

## **FINANCIAL REVIEW**

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

## **PUBLIC NOTICE PROCESS**

A summary of Ordinance No. 1375 has been noticed through the regular agenda notification process. Notice of the hearing was published consistent with the requirements of Government Code Section 65090. Notice of the hearing was also published in the January 30, 2016 edition of Mountain View News. Copies of this report are available at the City Hall public counter, on the City of Sierra Madre website, and the Sierra Madre Public Library.

## **ALTERNATIVES**

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

City Attorney to prepare a summary of Ordinance No. 1375 pursuant to Government Code section 36933(c)(1).

- 3) Direct Staff to modify Ordinance No. 1375 for further consideration.

### **STAFF RECOMMENDATION**

- 4) Staff recommends Alternative No. 1, above, that the City Council introduce and approve for second reading by title only, and waive further reading, Ordinance No. 1375, and designate the City Attorney to prepare a summary of Ordinance No. 1375 pursuant to Government Code Section 36933(c)(1).

Attachments (2):

- Exhibit A: Ordinance No. 1375  
Exhibit B: Ordinance No. 1375 – Redline Version

**ORDINANCE NO. 1375****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA AMENDING TITLE 17 ("ZONING") OF THE SEIRRA MADRE MUNICIPAL CODE BY AMENDING CHAPTER 17.20 ("R-1 ONE FAMILY RESIDENTIAL")**

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

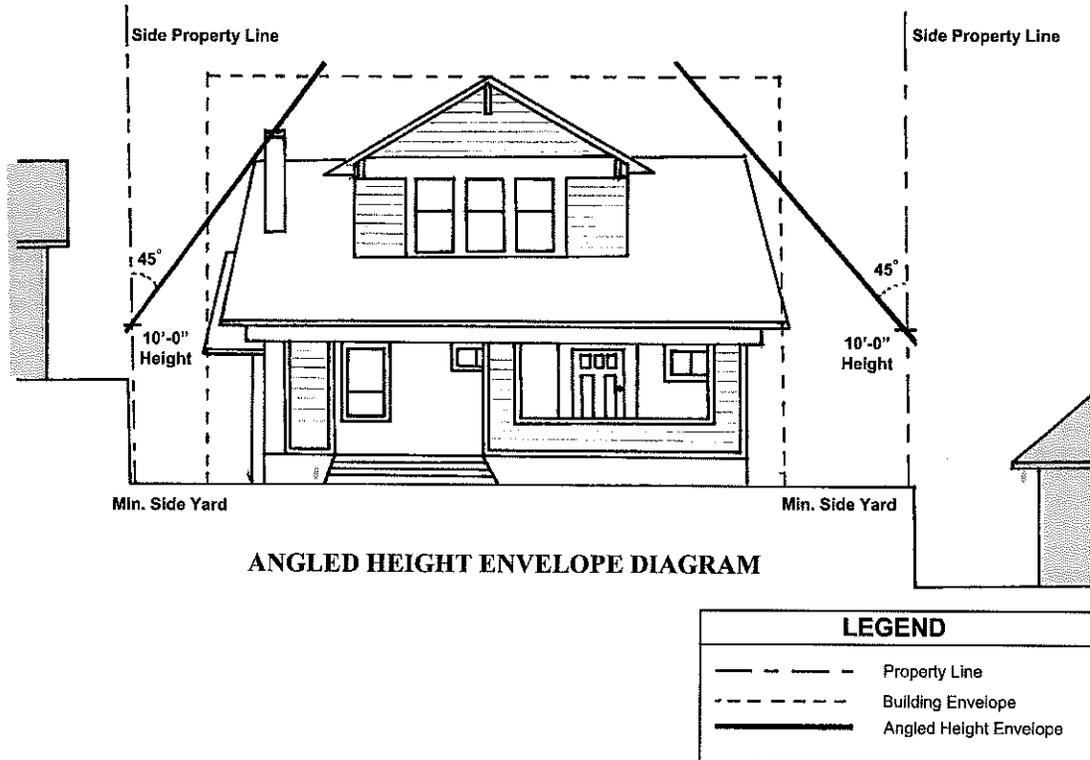
**THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY ORDAIN AS FOLLOWS:**

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

**17.20.053 – Angle Plane.**

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

**DIAGRAM F**  
Angle Height Envelope Diagram

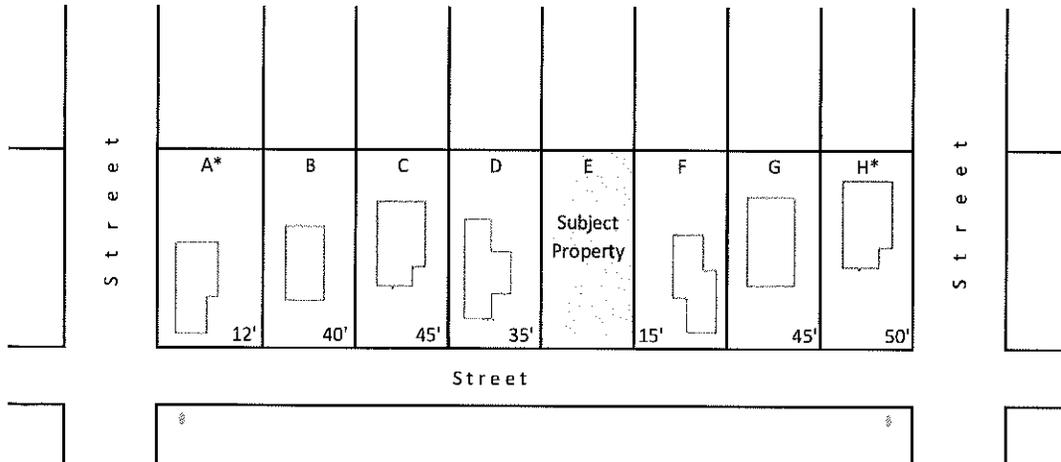


**SECTION 2.** Subsection 17.20.050.A.2 of Section 17.20.050 (“Primary Structures”) of Chapter 17.20 (“R-1 One Family Residential”) of Title 17 (“Zoning”), entitled “Front Yard Setbacks Greater Than 25 Feet”, is hereby amended to read as follows:

2. Front Yard Setbacks Greater than Thirty Feet – Prevailing Setback. Whenever fifty percent, or greater, of the properties on the same side of the street in the linear block where the project site is located have front yard setbacks that are greater than thirty feet, the minimum required front yard setback for all building and/or structures thereafter constructed, enlarged, erected or established shall be the prevailing setback for the linear block. The prevailing setback shall be calculated by adding all of the front yard setbacks, except for the smallest and largest setbacks, and dividing the total by the number of lots included in the calculation, as illustrated in Diagram E.

DIAGRAM E

Example of Calculation of Prevailing Front Yard Setback



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

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

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

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

#### **17.20.115 – Flag Lots and Exclusive Access Easements - Prohibited**

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

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

#### **17.48.20 – Height of Penthouses and Roof Structures.**

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

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

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

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

**17.60.040 – Conditional Use Permits – Burden of Proof**

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

- A. That the site for the proposed use is adequate in size, shape, topography, and location;
- B. That the site has sufficient access to streets which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use;
- C. That the proposed use is neither detrimental to the public health, safety and general welfare, nor will unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;
- D. That there is a demonstrated need for the use requested;
- E. That the proposed use is consistent with the general plan, zoning and any applicable design standards; and
- F. That the use at the location requested would benefit the public interest and convenience.

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

**17.60.041 – Additional burden of proof for permits for certain noted projects.**

For projects described in Sections 17.20.025, 17.30.040, or others referencing this section, before any permit is granted, the application shall show, to the

reasonable satisfaction of the reviewing authority, the existence of the following facts:

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

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

C. That the proposed project neither unreasonably interferes with public views or the views and privacy of neighbors, produces unreasonable noise levels, nor causes material adverse impacts.

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

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

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

1. innovative, thoughtful and/or noteworthy architecture that is responsive to the specific site, rather than standard, generic, or “cookie-cutter” plans;
2. where applicable, adaptive reuse or other preservation and restoration of historic structures;
3. preservation of the natural landscape to the extent possible by such means as minimizing grade changes and retaining protected and specimen trees;
4. siting of structures in keeping with landforms and so as to maximize open space, public views, and neighbor views and privacy;
5. high quality architectural details and building materials compatible with the overall project design; and
6. sustainable building and landscaping practices, especially water-saving features.

As used in this section, compatibility is not interpreted to mean simple repetition of existing form, mass, scale and bulk. Nor is compatibility interpreted to mean repetition of building style or detailing. Compatibility is based on consideration of

a constellation of associated characteristics including building type, the property site plan, building mass and scale, and architectural material and expression. Compatibility comes from an identification of character-defining features of an area, and an applicant's thoughtful response to them within the design.

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

Additionally, as standard two-dimensional building elevations and other similar graphic materials typically do a poor job of depicting projects in context, it is recommended that applicants provide materials in addition to those otherwise required in order to demonstrate that their proposed projects satisfy the foregoing burdens. Such materials may include, but are not limited to, three-dimensional perspective renderings from multiple angles; photo simulations showing the sited project in relation to neighboring structures and landforms; comparisons of proposed building size, height, setbacks, etc. to surrounding structures; story poles; material and color boards; information on energy and water saving systems; and colored landscape plans showing protected and specimen trees and illustrating drought-tolerant landscaping, permeable paving and other water-saving features.

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

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

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

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

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

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

**PASSED, APPROVED AND ADOPTED,** this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
John Capoccia, Mayor



## ORDINANCE NO. 1375

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

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

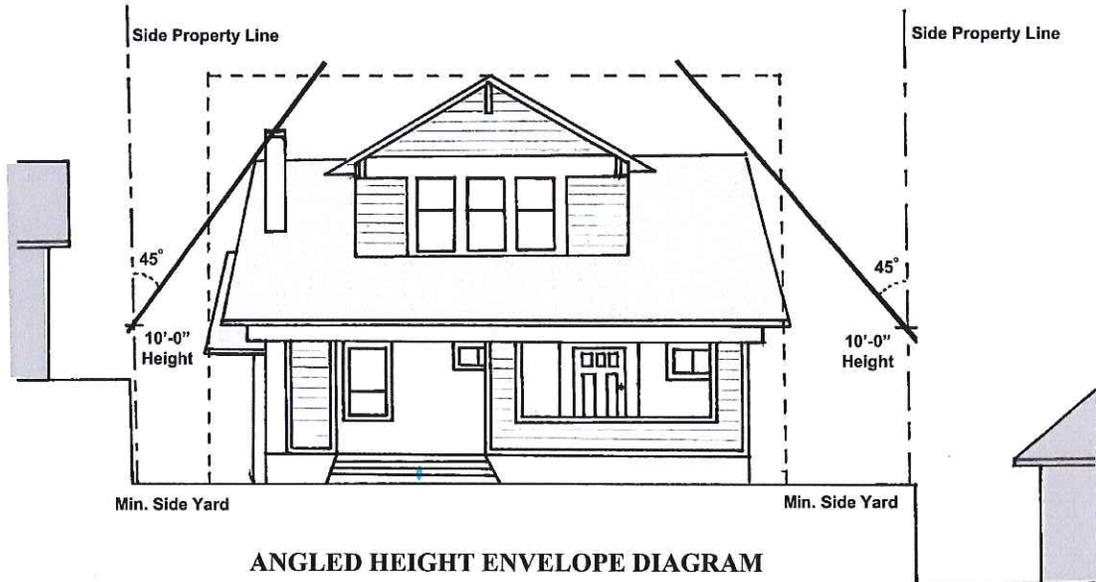
THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY  
ORDAIN AS FOLLOWS:

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

**17.20.053 – Angle Plane.**

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

**DIAGRAM F**  
Angle Height Envelope Diagram



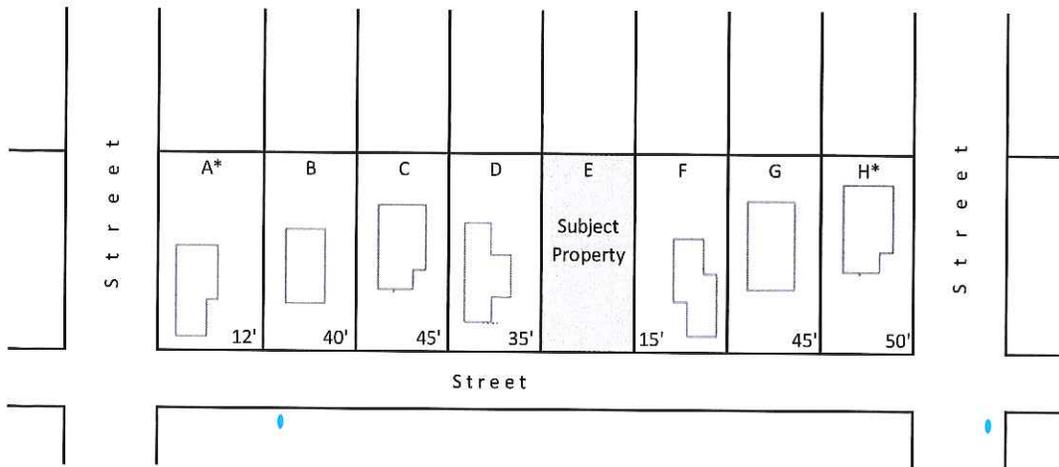
<b>LEGEND</b>	
- - - - -	Property Line
- - - - -	Building Envelope
—————	Angled Height Envelope

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

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

DIAGRAM E

Example of Calculation of Prevailing Front Yard Setback



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

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

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

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

**17.20.115 – Flag Lots and Exclusive Access Easements - Prohibited**

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

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

**17.48.20 – Height of Penthouses and Roof Structures.**

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

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

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

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

#### **17.60.040 – Conditional Use Permits – Burden of Proof**

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

- A. That the site for the proposed use is adequate in size, shape, ~~and~~ topography, and location;
- B. That the site has sufficient access to streets which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use;
- C. That the proposed use is neither detrimental to the public health, safety and general welfare, nor will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;
- D. That there is a demonstrated need for the use requested;
- E. That the proposed use, if permitted, will, as to location and operation, be is consistent with the ~~objectives of the general plan, zoning and any applicable design standards~~; and
- F. That the use at the location requested would benefit the public interest, and convenience, ~~and necessity require that use be permitted at the location requested.~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PASSED, APPROVED AND ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
John Capoccia, Mayor

ATTEST:

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

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

AYES:  
NOES  
ABSTAIN:  
ABSENT:



# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Laura M. Aguilar, Assistant to the City Manager 

DATE: February 9, 2016

**SUBJECT: CANCELLATION APRIL 12, 2016 CITY COUNCIL MEETING**

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## **SUMMARY**

It is recommended that the City Council approve the cancellation of the April 12, 2016 City Council meeting and direct staff to pay all necessary expenses during that time.

## **ANALYSIS**

Sierra Madre Municipal Code section 2.04.010 requires that meetings of the City Council shall be held at 6:30 pm on the second and fourth Tuesdays of each calendar month unless and until the City Council establishes another regular meeting time by resolution. This year, the municipal election falls on the same date as the April 12<sup>th</sup> City Council meeting. Because the Council Chambers is used to conduct election related activities on Election Day, it is recommended that the regular City Council meeting be cancelled. Currently only one item is scheduled for the April 12<sup>th</sup> Council meeting; the warrant register.

## **FINANCIAL REVIEW**

There is no financial impact with this item.

## **PUBLIC NOTICE PROCESS**

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

## **ALTERNATIVES**

The City Council has the following options:

1. Approve the cancellation of the April 12, 2016 meeting, and direct staff to pay all necessary expenses during that time.

2. Conduct the April 12, 2016 Council meeting, and postpone election related activity until the conclusion of the Council meeting.
3. Conduct the Council meeting on another date.

**STAFF RECOMMENDATION**

It is recommended that the City Council approve the cancellation of the regular City Council meeting of April 12, 2016 and direct staff to pay all necessary expenses during that time.



# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

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

DATE: February 9, 2016

SUBJECT: CITY COUNCIL CONSIDERATION TO APPROVE A MAP AMENDMENT MODIFYING CONDITIONS OF APPROVAL OF TENTATIVE PARCEL MAP 15-01 FOR AFFORDABLE HOUSING INCENTIVES AND A TENTATIVE PARCEL MAP FOR THE ADAPTIVE REUSE AND RENOVATION OF THE PROPERTY AT 186 WEST HIGHLAND AVENUE

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## **BACKGROUND**

On July 28, 2015 the City Council approved entitlements designating the former First Church of Christ Scientist building located at 186 W. Highland Avenue as a Historic Cultural Landmark, approved a Mills Act Contract, Certificate of Appropriateness 15-02, Affordable Housing Incentives, and Tentative Parcel Map 15-01.

The applicant HHP-HIGHLAND, LLC acquired the building from the City of Sierra Madre Housing Successor Agency to adaptively reuse the structure to build an affordable ownership project that will consist of three townhouse style units.

Since receiving entitlement approvals, the applicant has obtained construction bids, which exceed anticipated building construction costs. In order To address budget constraints the applicant is requesting to amend a Public Works condition of approval, requiring the replacement of the sidewalk on North Hermosa Avenue and West Highland Avenue and all damaged curbs and gutters. The Public Works condition also requests that the sidewalk along West Highland Avenue shall take a meandering alignment within the parkway.

### Applicant's Response

The applicant's response is that the sidewalk along both Hermosa Avenue and Highland

Avenue are in excellent condition and do not require replacement. The applicant agrees to repair the sidewalks, driveway approaches and curb and gutter if damage occurs during construction but not a total replacement. The applicant also requests an exemption from the requirement to provide a meandering sidewalk along Highland Avenue, stating that a meandering sidewalk is not in character with the historic structure and setting. The construction estimate to replace the existing driveway approaches, all sidewalk, and all damaged curb and gutter on the perimeter of the project site including the meandering sidewalk on West Highland is \$25,000.

The applicant agrees to remove the existing brick pavers in the parkways on both street frontages and replace the brick with decomposed granite and drought-tolerant plantings, as required by a landscape condition of approval noted during plan check review.

The remaining standard "boiler plate" Public Works Conditions of Approval attached to Exhibit A do not apply or are in conformance to the proposed project as noted below:

Condition 1. Prior to or concurrent with submittal of building construction plans for plan check, submit a drainage plan and hydrology study as required by the Director of Public Works. All standard SUSMP requirements apply to this project as does the current NPDES Permit for Los Angeles County. (*In-conformance*)

Condition 4. Prior to issuance of Certificate of Occupancy, comply with the requirements of the City's Water Efficient Landscape Ordinance (SMMC 15.60). (*In-conformance*)

Condition 5. Prior to issuance of Certificate of Occupancy, comply with all provisions of the City's tree Protection ordinance (SMMC 12.20). (*In-conformance*)

Condition 7. Prior to issuance of Certificate of Occupancy, comply with the recommendations and mitigation measures issued by the Energy, Environment, and Natural Resources Commission included herein by reference. (*Condition has been met*)

Staff recommends that the City Council reaffirm the findings and approve Resolution 16-09 granting the use of two (2) Housing Incentives and approving Tentative Parcel Map 15-01 and amend the condition of approval omitting the requirement to provide a meandering sidewalk along Highland Avenue and a new sidewalk along Hermosa Avenue as shown in the revised condition of approval below:

Prior to Certificate of Occupancy, repair all damaged sidewalk, curb and gutter along North Hermosa Avenue and West Highland Avenue at back of curb if damaged during construction. ~~Replace the existing driveway approaches on North Hermosa and West Highland, all sidewalk, and all~~

~~damaged curb and gutter on the perimeter of the project site. The sidewalk along North Hermosa shall be replaced at back of curb. The sidewalk along West Highland shall take a meandering alignment within the parkway.~~

## **ANALYSIS**

The amendment to the condition of approval requires the City Council to issue a new Resolution reinstating the request for two Affordable Housing Incentives and Tentative Parcel Map 15-01 with revised conditions of approval. The findings as previously approved by City Council on July 28, 2015 are provided below.

### **1. Request for Two Affordable Housing Incentives**

The applicant is not seeking a density bonus that would be permitted for the affordable housing project. The applicant has requested the use of two other affordable housing incentives pursuant to Section 17.34.060A – “A reduction in site development standards or a modification of the requirements of the zoning ordinance.” For applications involving the modification of zoning or development standards the housing developer shall show that the waiver or modification is necessary to make the housing units economically feasible in accordance with Government Code Section 65915(f). Permissible incentives include, but are not limited to:

1. Reduction of setback requirements;
2. Reduction of parking requirements

*Setback reduction.* The current structure is legally non-conforming due to the setback along the west property line. The minimum required setback is 25 feet along Hermosa. The current setback is 11 feet. The proposal includes removing the non-conforming portion of the building and replacing it with a new addition on a smaller footprint. The new setback along Hermosa would be 17' 6" which is still 7' 6" less than the required 25 feet. The City Council can recommend approval of this incentive because the addition is needed to create a marketable affordable third unit in the project. Additionally, the alteration reduces the existing non-conformity.

*Parking reduction.* The Developer is not requesting a reduction in the required number of parking spaces. Rather, this is simply a request to have uncovered parking rather than covered parking. There will still be two parking spaces per unit. Again, the Commission can recommend approval of this incentive because it is necessary to provide this flexibility in order to accommodate the requirements for the three units on the site.

**Recommendation: Staff recommends that the City Council approve Resolution 16-09, Exhibit A, granting the use of two affordable housing incentives (deviations from the setback and parking requirements) and find that they are**

**consistent with and implement the City's Housing Element to promote economically feasible housing units.**

**2. Parcel Map 15-01 for Condominium purposes**

The parcel map is not a physical subdivision of the property, but rather the creation of a common lot required to support the airspace subdivision of the existing building into condominium units. A number of conditions are required by Chapter 16.40 of the Municipal Code – "Condominium Projects." These are included in Resolution 15-48.

Pursuant to Municipal Code Sections 16.12.070, and 16.12.080 the following findings must be met in order to approve a Tentative Parcel Map:

- A. **The proposed Parcel Map is consistent with the General Plan;** The General Plan designation for the site is Multi-Family Residential. The density for this site would allow four units (plus a density bonus). The request is for three units. Additionally, the creation of three units for affordable housing purposes is consistent with the Housing Element Housing Programs Summary.
- B. **That the site is physically suitable for the type of development.** The parcel map is a mechanism to sell housing units. The site is improved with an existing structure and therefore, already supports the type of development permissible.
- C. **That the site is physically suitable for the proposed density of development.** The parcel map is a mechanism to sell housing units. It does not create new construction or density. The site is already improved with an existing structure and the adaptive reuse of the structure will not increase the density beyond that allowed under the SMMC.
- D. **The proposed Parcel Map will not adversely affect adjoining property as to value, precedent or be detrimental to the area.** The units are appraised at market rate, but sold at an affordable level. There is no impact to neighboring properties due to the affordability of the sales price. Adaptive reuse of the property will increase its current value.
- E. **That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.** The project is infill development and exempt under the California Environmental Quality Act Section 15332. The physical changes to the site are limited to rehabilitation and a minor addition to an existing structure.
- F. **That the design of the subdivision or the type of improvements is not likely to cause serious public health problems.** The parcel map is a mechanism to sell housing units and does not affect physical conditions on the site. Restoration that is undertaken to create housing units is monitored under the building code. The design of the project will minimize impact on the existing structure, while

creating housing units in a condominium development which is permissible within the R-3 zoning district. The creation of a condominium development governed by a home owners association will ensure both the units and the common areas are properly maintained.

- G. **That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large for access through or use of property within the proposed subdivision.** No public easements are required for the proposed projects. All existing utilities are already in place. Adaptive reuse of the property will preserve the existing structure for public view from adjacent public property.

**Recommendation: Staff recommends that the Planning Commission confirm the findings and Conditions of Approval attached to Resolution 16-09, Exhibit A and approve Tentative Parcel Map No 15-01.**

### **ENVIRONMENTAL**

The project qualifies for the following Categorical Exemptions: Class 15 (Minor Land Divisions) under Section 15315 of the California Environmental Quality Act in that it involves the division of property in an urbanized area zoned for residential use into four or less parcels; Class 32 (Infill Development) under Section 15332 in that it involves infill development; Class 31 (Historical Resource Restoration/Rehabilitation) under Section 15331 in that it involves restoration/rehabilitation of a historical resource.

### **LEGAL NOTIFICATION**

The subject project was properly noticed pursuant to the City's Municipal Code, including noticing through the regular agenda notification process. A legal newspaper notice was included in the January 30, 2016 publication in Mountain Views News. Copies of this report are available at the City Hall public counter, the Sierra Madre Public Library, and on the City's website.

### **FINANCIAL REVIEW**

Direct cost to the City and Agency includes the transfer of ownership of property estimated at \$230,000, and the waiver of Development Impact Fees totaling \$66,105. All other application and permit fees apply.

### **ALTERNATIVES**

1. The City Council can approve the applicant's request based on the staff report prepared for the project.
2. The City Council can deny the application, identifying the findings that the Council feels cannot be made and the basis for rejecting those findings.

3. The City Council can continue the project for further analysis.

### **RECOMMENDATION**

Staff recommends that the City Council approve resolution 16-09, reinstate the prior approval for the use of Affordable Housing Incentives and Tentative Parcel Map 15-01, and amend Public Works condition of approval omitting the requirement to provide a meandering sidewalk along Highland Avenue and a new sidewalk along Hermosa Avenue.

Attachments (2):

Exhibit A: Resolution 16-09 Development Incentives and Tentative Parcel Map

**RESOLUTION NO. 16-09**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE  
RECOMMENDING APPROVAL OF TENTATIVE PARCEL MAP 16-01 FOR A  
CONDOMINIUM DEVELOPMENT TO CONVERT THE EXISTING FIRST CHURCH OF  
CHRIST SCIENTIST FOR THE PURPOSE OF CONSTRUCTING AFFORDABLE  
HOUSING UNITS AT 186 WEST HIGHLAND AVENUE AND RECOMMENDING  
APPROVAL OF AFFORDABLE HOUSING INCENTIVES**

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

WHEREAS, an application for a Tentative Parcel Map was filed by:

HHP-Highland, LLC  
608 North Fair Oaks Avenue, #126  
Pasadena, CA 91103

WHEREAS, the property located at 186 W. Highland Avenue in Sierra Madre was acquired by the former Sierra Madre Community Redevelopment Agency in 1995 with low and moderate income housing set-aside funds for the purpose of affordable housing development; and

WHEREAS, the 2014 Housing Element of the City's General Plan identifies this property for an adaptive reuse project to both preserve the existing proposed historic structure on site and create new affordable housing units; and

WHEREAS, HHP-Highland, LLC (Developer) was selected to develop the property at 186 W. Highland Avenue (Property) through an adaptive reuse project to create three condominium units within the existing proposed historic structure for sale to qualified moderate-income first-time homebuyers; and

WHEREAS, the City Council and Housing Successor Agency held a noticed joint public hearing on July 14, 2015 and 1) approved entering into the Disposition and Development Agreement; 2) authorized the Owners Affidavit and Entry onto Private-Lands forms, and 3) approved the waiver of development impact fees; and

WHEREAS, the Planning Commission held a noticed public hearing on July 16, 2015 recommending the City Council approve a Historic Cultural Landmark Designation, a Mills Act Contract, a Certificate of Appropriateness, a Tentative Parcel Map, and development incentives; and

WHEREAS, an application for a Tentative Parcel Map was filed by HHP-Highland, LLC. 608 North Fair Oaks Avenue, #126, Pasadena, CA 91103 for condominium purposes to support the airspace subdivision of the existing building for

development of the affordable housing project to consist of three (3) condominium units which will be affordable to moderate income purchasers; and

WHEREAS, in addition to the application for a Tentative Parcel Map to create a condominium affordable housing development, the applicant has requested to apply two (2) permissible development incentives (applicable to an affordable housing development) including 1) a reduction in setback requirements, and 2) a deviation to have uncovered parking rather than covered on-site parking spaces; and

WHEREAS, as an incentive for the production of affordable housing units, the SMMC Section 17.34.060 allows a reduction in site development standards to make the project economically feasible in accordance with Government Code Section 65915(f); and

WHEREAS, a request from HHP HIGHLAND, LLC was submitted to modify Public Works condition of approval No. 2, requiring all sidewalks, curbs and gutters to be replaced along the perimeter of the site, to read Prior to Certificate of Occupancy, repair all damaged sidewalk, curb and gutter along North Hermosa Avenue and West Highland Avenue at back of curb if damaged during construction to make the project economically feasible; and

WHEREAS, a public hearing was held before the Planning Commission on July 16, 2015, with all testimony received being made part of the public record; and

WHEREAS, a public hearing was held before the City Council on July 28, 2015, with all testimony received being made part of the public record, and

WHEREAS, a public hearing was held before the City Council on February 9, 2016, with all testimony received being made part of the public record, reaffirming the approval of Tentative Parcel Map 15-01 and use of two development incentives and modified Public Works Condition No. 2.

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

Section 1. This project is exempt from the California Environmental Quality Act under Section 15315, Class 15 (Minor Land Divisions), Section 15332, Class 32 (Infill Development) and 15331, Class 31 (Historic Resource Restoration/Rehabilitation), in that it involves an infill development project consisting of the division of property in an urbanized area zoned for residential use into four or less parcels where the existing improvements thereon constitute a proposed historic resources which will be restored or rehabilitated for adaptive reuse.

Section 2. Pursuant to Municipal Code Section 16.12.070, The City Council finds that:

**a. The proposed Parcel Map is consistent with the General Plan;** The General Plan designation for the site is Multi-Family Residential. The density for this site would allow four units (plus a density bonus). The request is for three units. Additionally, the creation of three units for affordable housing purposes is consistent with the Housing Element Housing Programs Summary.

**b. That the site is physically suitable for the type of development;** the parcel map is a mechanism to sell housing units. The site is improved with an existing structure and therefore, already supports the type of development permissible.

**c. That the site is physically suitable for the proposed density of development;** the parcel map is a mechanism to sell housing units. It does not create new construction or density. The site is already improved with an existing structure and the adaptive reuse of the structure will not increase the density beyond that allowed under the SMMC.

**d. The proposed Parcel Map will not adversely affect adjoining property as to value, precedent or be detrimental to the area;** the units are appraised at market rate, but sold at an affordable level. There is no impact to neighboring properties due to the affordability of the sales price. Adaptive reuse of the property will increase its current value.

**e. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat;** the project is infill development and exempt under the California Environmental Quality Act Section 15332. The physical changes to the site are limited to rehabilitation and a minor addition to an existing structure.

**f. That the design of the subdivision or the type of improvements is not likely to cause serious public health problems;** the parcel map is a mechanism to sell housing units and does not affect physical conditions on the site. Restoration that is undertaken to create housing units is monitored under the building code. The design of the project will minimize impact on the existing structure, while creating housing units in a condominium development which is permissible within the R-3 zoning district. The creation of a condominium development governed by a home owners association will ensure both the units and the common areas are properly maintained.

**g. That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large for access through or use of property within the proposed subdivision.** No public easements are required for the proposed projects. All existing utilities are already in place. Adaptive reuse of the property will preserve the existing structure for public view from adjacent public property.

Section 3. The City Council approves the findings and Conditions of Approval in Exhibit A attached to this Resolution and approve Tentative Parcel Map No 15-01.

Section 4. Pursuant to Sierra Madre Municipal Code Section 17.34.060A, the City Council, further finds that the approval of the following two requested incentives are consistent with and implement the City's Housing Element to allow a waiver of modification of development requirements if necessary to make the affordable housing development economically feasible:

a. Setback reduction. The current structure is legally non-conforming due to the setback along the west property line. The minimum required setback is 25 feet along Hermosa Avenue. The current setback is 11 feet. The proposal includes removing the non-conforming portion of the building and replacing it with a new addition on a smaller footprint. The new setback along Hermosa Avenue would be 17'-6" which is still 7'-6" less than the required 25 feet. This incentive is needed to create a marketable affordable third unit in the project, which is required to make the project economically feasible. Additionally, the alteration reduces the existing non-conformity.

b. Parking reduction. Two parking spaces are required per unit. The applicant's request to satisfy the required number of parking spaces with uncovered on-site parking, rather than covered on-site parking will allow the development to accommodate three condominium units on the site, which is necessary to make the affordable housing project economically feasible.

Section 5. The City Council confirms the findings and conditions of approval for Tentative Parcel Map 15-01, attached hereto, approves the use of two (2) affordable housing incentives including a reduction in setback requirements, and to provide uncovered parking rather than covered parking spaces, as described in paragraph 4 a and b. above for the subject property.

ADOPTED, this 9th day of February, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

John Capoccia, Mayor

ATTEST:

APPROVED AS TO FORM

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

\_\_\_\_\_  
Teresa Highsmith, City Attorney

I, NANCY SHOLLENBERGER, CITY CLERK OF THE CITY OF SIERRA MADRE, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9<sup>th</sup> day of February 2016.

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

## **ATTACHMENT A**

### **CONDITIONS OF APPROVAL TENTATIVE PARCEL MAP 15-01**

#### **General Conditions:**

The applicant and property owner shall:

1. Comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.
2. Comply with all applicable provisions of Federal, State and Los Angeles County law and regulations, including but not limited to the California Environmental Quality Act.
3. Execute and deliver to the City's Planning and Community Preservation Department an Affidavit of Acceptance of Conditions on a form to be provided by such Department prior to submitting construction plans for 1<sup>st</sup> Plan Check. This approval shall not be effective for any purpose until the Applicant complies with this condition.
4. To the fullest extent permitted by law, fully protect the City, its employees, agents and officials from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this approval, or the activities conducted pursuant to this approval. Accordingly, to the fullest extent permitted by law, the applicant and property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant and property owner shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

### **Planning Conditions:**

The applicant and property owner shall:

1. Submit a final Parcel Map to the City Engineer for review, approval and recordation prior to the issuance of any building permits. Tentative Parcel Map approval is valid for 2 (two) years from the date of this approval, unless a time extension is submitted to the Director of Planning and Community Preservation at least 30 days prior to the expiration date. However, such extension is in addition to any extension as permitted by law. Failure to do so will constitute an abandonment of the entitlement, and shall render this approval null and void.

2. Submit construction plans, including landscaping plans, for 1<sup>st</sup> Plan Check within 3 (three) years of the date of this approval; failure to do so will constitute an abandonment of the Conditional Use Permit, and shall render this approval null and void unless an extension request is submitted. In the event that the state legislature approves any extension(s) to the life of tentative maps.

3. Hood and direct all exterior lighting of the building, landscaping, parking area, or similar facilities as to reflect away from adjoining structures, pursuant to Code Section 17.28.250.

4. Submit a colors and materials sheet to match the material call-outs at submittal of construction plans for 1<sup>st</sup> plan check.

### **Public Works Conditions:**

Applicant shall:

1. Prior to or concurrent with submittal of building construction plans for plan check, submit a drainage plan and hydrology study as required by the Director of Public Works. All standard SUSMP requirements apply to this project as does the current NPDES Permit for Los Angeles County. (Board Order No. R4-2012-0175; NPDES Permit No. CAS004001)

2. Prior to Certificate of Occupancy, repair all damaged sidewalk, curb and gutter along North Hermosa Avenue and West Highland Avenue if damaged during construction.

3. Construction work (sidewalk, driveway approach, etc.) within the public right-of-way will require separate permit from the Public Works Department. Construction within the public right of way shall conform to APWA Standards.

4. Prior to issuance of Certificate of Occupancy, comply with the requirements of the City's Water Efficient Landscape Ordinance (SMMC 15.60).

5. Prior to issuance of Certificate of Occupancy, comply with all provisions of the City's tree Protection ordinance (SMMC 12.20).

6. Comply with the following sewer lateral requirements: Individual sewer laterals may be 4 (four) inches in diameter. Any laterals serving more than one dwelling unit must be a minimum of 6 (six) inches in diameter. The collector lateral shall be 6 (six) inches in diameter. Each dwelling unit must be served by its own 4 inch lateral.

7. Prior to issuance of Certificate of Occupancy, comply with the recommendations and mitigation measures issued by the Energy, Environment, and Natural Resources Commission included herein by reference.

8. Underground all utility services.

9. Prior to issuance of Certificate of Occupancy, remove and replace existing parkway trees with species as determined by the Director of Public Works.

10. Before approval of the Final Map, the location of existing or proposed surface easements, ground leases, or access agreements shall be shown on the map and stating that a diligent search was conducted to locate any easements, and if none exist, then it should be so stated on the map.

11. All existing septic tanks, if any, must be removed from the site.

(End of Conditions)



# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

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

PREPARED BY: Leticia Cardoso, Planning Manager 

DATE: February 9, 2016

**SUBJECT: APPEAL OF PLANNING COMMISSION DECISION DENYING A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW A NEW TWO-STORY, 1,322-SQUARE-FOOT RECREATION BUILDING AND ALSO ALLOW IT TO ENCROACH INTO THE REQUIRED SIDE YARD SETBACK ALONG THE EASTERN PROPERTY LINE BY NO MORE THAN 10 PERCENT, ON THE PROPERTY LOCATED AT 156 W. HIGHLAND AVENUE.**

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## SUMMARY

The issue before the City Council is an appeal of the Planning Commission decision denying a request for Conditional Use Permit 15-24 (CUP 15-24) to allow a new two-story, 1,322-square-foot recreation/exercise building, and to also allow it to encroach into the required side yard setback along the eastern property line by no more than 10 percent, on the property located at 156 W. Highland Avenue. Pursuant to SMMC 17.60.030.G, a conditional use permit is required for all developments in the R-3 Zone.

The Planning Commission denied CUP 11-05 at its November 19, 2015 meeting. This report provides background on the proposed project, the basis for the Planning Commission denial, and the basis for the applicant's appeal to the City Council.

Staff recommends that the City Council deny the appeal and uphold the decision of the Planning Commission to deny CUP 15-24. Resolution 16-10 is attached for the City Council's consideration.

## **BACKGROUND**

The subject property measures 14,184 square feet and is located at 156 West Highland Avenue, between Hermosa Avenue on the west and Auburn Avenue on the east. The property is regularly shaped and is zoned R-3 (Multiple Family Residential) with a General Plan Land Use designation of RH (Residential Medium/High Density). The site is surrounded by one- and two-story properties also zoned R-3 on the east, west and south and developed with multi-family and single-family residential uses; the Sierra Madre Elementary School is located across the street (north) from the site.

The property is developed with 3 (three) one-story multi-family units, a one-car carport, a laundry room, a storage space and the subject two-story, 1,322-square-foot building at the rear, which was originally constructed as a fourth dwelling unit by the applicant, Steve Salisian, without prior building and zoning approvals from the City. Prior to constructing the subject building, the applicant demolished a 203-square-foot accessory building that was in the same location at the rear of the property.

Upon reviewing the R-3 zoning requirements to determine whether the additional multi-family unit could be permitted on the site, staff informed the applicant that the property does not meet the minimum lot size per dwelling unit required to allow the additional unit<sup>1</sup>. Moreover, the existing parking is non-conforming regarding the total number of required spaces for a 3-unit multi-family development<sup>2</sup>, and the applicant would be required to bring it up to code including providing the additional parking required for the fourth unit. Based on the layout of existing development on the site, it was determined that additional parking cannot be provided to meet the requirements of the R-3 Ordinance.

## **Proposed Project**

Given the abovementioned zoning limitations with regards to the use of the building as a dwelling unit, the applicant wishes to obtain approval of a conditional use permit to maintain the structure and use it as a recreation/exercise accessory building for the multi-family property, in which case minimum lot size and parking requirements are not applicable. According to the applicant, the recreation/exercise building will provide adequate space for the activities and events of the three families that occupy existing Units A, B and C on the site. Pursuant to Code Section 17.28.180, common usable

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<sup>1</sup> In the R-3 Zone, the minimum lot size for the first two dwelling units is 9,000 square feet, plus 3,000 square feet of lot area for each additional unit. As such, the minimum lot size for a 4-unit property would be 15,000 square feet.

<sup>2</sup> Pursuant to Code Section 17.28.170.B, off-street parking for projects with densities greater than 8 units/acre are as follows: units with 2 bedrooms or more require two enclosed or covered spaces, and each unit with 1 bedroom would require one covered space, plus one guest space for every 3 units. Thus, the existing development requires a total of 5 spaces, including 4 enclosed/covered space plus 1 guest space. The fourth unit would require 2 additional enclosed/covered spaces plus 1 additional guest space, for a total of 9 spaces.

recreational areas are required at a minimum of 400 square feet for each dwelling, and recreational buildings may be included in this area.

The first floor includes 868 square feet of floor area with two exercise rooms, a storage area and a bathroom with a closet. The second floor has 454 square feet of floor area, and includes a large game room and a bathroom with a closet. The applicant is also proposing an uncovered ground floor patio at the rear of the building. The applicant has removed the kitchen originally located on the first floor of the building as requested by staff since this structure cannot be used as a dwelling unit as originally constructed. A site plan including the floor plans and elevations has been attached herein for reference as Exhibit B.

When reviewing the original site plan submitted to the City, staff asked the applicant to remove the shower included in the 1<sup>st</sup> floor bathroom and the bathtub in the 2<sup>nd</sup> floor bathroom as staff was concerned that full or ¾ bathrooms could make the structure more easily converted to a dwelling unit, and are not necessary in an on-site recreation building. The applicant replaced them with closets, however, he is requesting approval of the bathrooms as originally designed to serve the needs of the families living in the existing units as he states that those units do not have adequate restroom facilities to serve their needs. The applicant's request and description of the existing bathrooms in Units A, B and C is included herein as Exhibit D.

Although the applicant is aware that the building cannot be used as a dwelling unit, staff is concerned that the structure could be converted in the future without approval by the City. Consequently, if the City Council wishes to approve the applicant's request, staff recommends that the Resolution include a condition of approval requiring that the bathroom areas be limited to the minimum space required to only accommodate a sink and toilet, without closets or any other spaces that can be used to add a shower or bathtub in the future. Staff also recommends that recordation of a covenant be required restricting its use to recreation/exercise and prohibiting the conversion of the building to a dwelling unit and use of the building as permanent or temporary sleeping or living quarters.

#### Conditional Use Permit

Pursuant to SMMC 17.60.030.G, approval of a CUP is required for all developments in the R-3 Zone, including the proposed recreation/exercise building. The applicant is also requesting that the building be allowed to encroach into approximately 9.8 percent of the required side yard setback. Code Section 17.60.028 allows portions of a building to extend into a required yard by no more than 10 percent pursuant to the approval of a minor conditional use permit. In this case, since the project requires a CUP, the request can be included in the CUP application, in which case the request is subject to the findings required for approval of a CUP rather than the minor conditional use permit findings.

Aerial view of 156 W. Highland



Consideration by the Planning Commission

The Commission considered the applicant's request at the November 19, 2015 meeting, and brought up several issues/concerns regarding the construction and proposed use of the subject structure, as follows:

- The Commission was very concerned that the applicant failed to check with the City regarding zoning and permit requirements before constructing a new 1,322-square-foot, two-story structure.
- The accuracy of the percentage of side yard encroachment was questioned by the Commission as they noticed during their site visit that the actual width of the side yard setback between the subject building and the property line does not appear to be shown correctly on the plan. The applicant stated that the existing wall on the site along that setback is not actually located on the property line, and that he

owns 4 feet on the other side of the wall, which is where the setback is measured from on the site plan. Given this discrepancy, the Commission felt that a survey would be needed in order to review the applicant's request for encroachment.

- The Commission stated that it would be difficult to prevent the illegal conversion of the building into a dwelling unit in the future, even with recordation of a covenant prohibiting it.
- The Commission was also concerned that allowing any bathrooms in the building would facilitate the illegal conversion of the building to a dwelling unit in the future.
- The Commission had concerns regarding the existing lack of paved access to the units.
- The health and safety of the building was discussed since it was built without permits. However, staff explained that the Commission's discretionary review is limited to zoning issues, and if the CUP is approved, the applicant will be required to submit as-built plans for plan check and ultimately a building permit, at which time the City would inspect the structure for compliance with Building and Fire Code requirements.

### Planning Commission Denial

The Planning Commission considered the applicant's request at the November 19, 2015 meeting, and found that there was no demonstrated need for the use requested since the open space area at the rear of the property already provides ample recreation area for the units without the need for a two-story, 1,322-square-foot recreation building.

Regarding the request for encroachment into the side yard, the Commission also did not find that it was necessary given that there is sufficient area on the property to allow for the required side yard setbacks; they concluded that the reason for the encroachment request was simply due to the fact that the applicant did not check with staff regarding required setbacks before constructing the building. It is important to note that the fact that the building already exists does not relieve the applicant from providing the required setbacks. In fact, at the meeting, the Commission was directed by staff to review the proposed project conceptually (i.e. as if it has not been constructed) as is the case with all discretionary applications. Consequently, the Commission felt that Findings A & D could not be made given that the size of the property is adequate to accommodate the building without encroachment and that there is no demonstrated need for the encroachment.

### Appeal Request

The applicant submitted a written request for appeal of the Planning Commission's decision to deny Conditional Use Permit 15-24, attached herein as Exhibit A. The applicant claims that the Commission decided that indoor recreational space was not needed because the property has outdoor recreational space, although indoor and outdoor spaces cannot be used in the same manner.

Response: According to the applicant, his family lives in one of the three existing units on the property, and does not have adequate space for family gatherings and bathroom facilities in their unit, which he claims the new building can provide. However, the applicant could have chosen to use one or two of the other units as additional indoor space and bathrooms to fulfill these needs, rather than renting them out.

As a result, the Commission was concerned that the stated "need" for a 1,322-square-foot recreation building was an after-the-fact justification to avoid demolition of the structure given that its intended use as a dwelling unit could not be approved by the City. Regardless of whether it is indoor or outdoor space, this type of use clearly did not drive the construction of the new building as both can be met with the existing buildings and open space available on the site.

With regard to the side yard encroachment, please note that the applicant did not appeal the Commission's decision to deny the request. At the meeting, the applicant stated that he would be willing to modify the building to comply with the required side yard setback, should the Commission approve the project.

### **FINANCIAL REVIEW**

Per the City's fee schedule, an appeal fee has been paid by the applicants to cover the administrative costs to process this appeal request to the City Council. There is no other financial impact relate to this appeal request. Should the project be approved, it would be subject to the plan check and permit fees that are customarily charged for new construction.

### **CEQA REVIEW**

The project qualifies for a Categorical Exemption, pursuant to Section 15303(e) of the California Environmental Quality Act (CEQA), in that it involves construction of an accessory structure on a multi-family residential property developed with three units.

## **PUBLIC NOTICE PROCESS**

The City Council appeal hearing was noticed pursuant to Sierra Madre Municipal Code Section 17.60.100. Property owners within 300 feet of the property have been notified of this hearing and the property has been posted as required by Code.

## **OPTIONS**

The City Council has the following options:

1. Deny the appeal and uphold the decision of the Planning Commission to deny the CUP, pursuant to Resolution 16-10;
2. Grant the appeal and approve the CUP with conditions of approval, and direct staff to prepare a resolution to this effect.
3. Remand the matter to the Planning Commission with direction.

## **RECOMMENDATION**

Staff recommends Option No. 1, that the City Council deny the appeal and uphold the decision of the Planning Commission to deny Conditional Use Permit 15-24, pursuant to Resolution 16-10 (attached).

Attachments (7):

- Exhibit A: Appeal of Decision dated December 14, 2015
- Exhibit B: City Council Resolution 16-10
- Exhibit C: Planning Commission Resolution 15-16
- Exhibit D: Planning Commission Meeting Minutes - November 19, 2015
- Exhibit E: Site Plan
- Exhibit F: Planning Commission Staff Report – November 19, 2015
- Exhibit G: Project Application



RECEIVED

DEC 14 2015

CITY OF SIERRA MADRE  
PLANNING BUILDING

## APPEAL OF DECISIONS

City of Sierra Madre  
Development Services Department  
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024  
phone 626.355.7138 fax 626.355.2251

## APPELLANT INFORMATION

Name of Appellant: STEVE SALISIAN  
Address: 156 W. HIGHLAND AVE SIERRA MADRE CA 91024  
Phone Number: 626-253-0045 Date: 12/14/15

## APPEAL INFORMATION

Application Number: CUP 15-24 Appeal of:  Staff Decision  
 Planning Commission  
Decision Date: NOVEMBER 19, 2015

The Municipal Code provision for appeals is provided in Chapter 17.66 – "Appeals and Calls for Review". Please note that, pursuant to Code Section 17.66.050.A.1, appellate review under this code is de novo.

Please describe the specific decision being appealed and state the reasons for this appeal. If additional sheets are necessary, please attach them to this form.

THE SIERRA MADRE PLANNING COMMISSION DENIED CONDITIONAL USE PERMIT 15-24 AT ITS HEARING ON NOVEMBER 19, 2015. DESPITE THE FINDINGS FOR APPROVAL INCLUDED BY THE STAFF REPORT, WHICH THOROUGHLY EVALUATED THE PROJECT ON THE MERITS OF THE CASE, THE PLANNING COMMISSION DECIDED THAT INDOOR RECREATIONAL SPACE WAS NOT NEEDED BECAUSE THE PROPERTY HAS OUTDOOR RECREATIONAL SPACE. HOWEVER, INDOOR AND OUTDOOR RECREATIONAL SPACE CANNOT BE USED IN THE SAME MANNER

Applicant's Signature

## FEES

\$4,002. (75% of Original Application Fee) Paid

Received By:

Date: 12-14-15

## EXHIBIT B

### CITY COUNCIL RESOLUTION 16-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE  
DENYING THE APPEAL AND UPHOLDING THE PLANNING COMMISSION  
DECISION TO DENY CONDITIONAL USE PERMIT 15-24 TO ALLOW A TWO-  
STORY, 1,322-SQUARE-FOOT RECREATION BUILDING ON PROPERTY LOCATED  
AT 156 W. HIGHLAND AVENUE.**

WHEREAS, an application for a Conditional Use Permit 15-24 was filed by:

**Steve Salisian  
156 W. Highland Avenue  
Sierra Madre, CA 91024**

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

A request to approve a new two-story, 1,322-square-foot structure, built without an approved site plan or permit, as a recreation/exercise building, and also allow it to encroach into the required side yard setback along the eastern property line by no more than 10 percent, on the property located at 156 W. Highland Avenue. Pursuant to SMMC 17.60.030.G, a conditional use permit is required for all developments in the R-3 Zone.

WHEREAS, the Conditional Use Permit would apply to 156 W. Highland Avenue, Sierra Madre, CA 91024;

WHEREAS, a public hearing was held before the Planning Commission at the November 19, 2015 meeting, with all testimony received being made part of the public record;

WHEREAS, the Planning Commission has received the report and recommendation of staff, and at its meeting of November 19, 2015, denied the request based on the findings provided in Planning Commission Resolution 15-16, dated November 19, 2015;

WHEREAS, Steve Salisian submitted a written request for appeal of the Planning Commission decision denying CUP 15-24 to the City Council;

WHEREAS, no environmental review is required for the City Council to deny a project;

NOW THEREFORE, in consideration of the evidence received at the hearing, and for the reasons discussed by the City Council at the February 9, 2016 hearing, the City Council now finds as follows:

1. **The site for the proposed use is adequate in size, shape and topography** and therefore could theoretically accommodate a recreation/exercise building depending on size and placement; however, the proposed project was constructed in advance of any prior review or permits and its resulting placement encroaches unnecessarily into the side yard setback along the east property line.
2. **There is no demonstrated need for the use requested;** in that the common usable recreational leisure area required in the R-3 Zone is already being provided in the open area at the rear of the property without the proposed recreation/exercise building. While a recreation/exercise building, depending on size and placement, could provide additional indoor recreational space for residents of dwelling units on the property, the applicant has not demonstrated a need for a building of this size, configuration or siting; rather, applicant's "need" is to legalize an unapproved, unpermitted structure originally built for additional living space. With regards to the request for a 9.8 percent encroachment into the required side yard setback, the project site is sufficiently wide to provide the required side yard setback, therefore there is also no demonstrated need for the request for encroachment.
3. **The public interest, convenience, and necessity do not require that the use be permitted at the location requested;** in that the common usable recreational area is already being provided in the open space area at the rear of the property without the need to allow the two-story, 1,322-square-foot recreation/exercise building. Furthermore, the site is sufficiently large to allow for the required side yard setbacks without the proposed encroachment. Therefore the request to use the subject building as a recreational exercise building while encroaching into the required setback does not further the public interest, convenience or necessity.

PURSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED that the City Council DENIES Conditional Use Permit 15-24.

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

APPROVED and ADOPTED, this 9<sup>th</sup> day of February, 2016 by the following vote:

AYES:

NOES:

**Resolution 16-10**  
**February 9, 2016**

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ABSTAIN:

ABSENT:

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

ATTEST:

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

I, NANCY SHOLLENBERGER, CITY CLERK OF THE CITY OF SIERRA MADRE, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9<sup>th</sup> day of February, 2016.

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

PC RESOLUTION 15-16

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE DENYING THE REQUEST FOR A CONDITIONAL USE PERMIT 15-24 TO ALLOW A NEW TWO-STORY, 1,322-SQUARE-FOOT RECREATION/EXERCISE BUILDING AND TO ALLOW IT TO ENCROACH INTO THE REQUIRED SIDE YARD SETBACK ALONG THE EASTERN PROPERTY LINE ON THE PROPERTY LOCATED AT 156 W. HIGHLAND AVENUE.**

THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, an application for a Conditional Use Permit was filed by:

**Steve Salisian  
156 W. Highland Avenue  
Sierra Madre, CA 91016**

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

A request to allow a new two-story, 1,322-square-foot recreation/exercise building, and also allow it to encroach into the required side yard setback along the eastern property line by no more than 10 percent, on the property located at 156 W. Highland Avenue. Pursuant to SMMC 17.60.030.G, a conditional use permit is required for all developments in the R-3 Zone.

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

WHEREAS, a public hearing was held before the Planning Commission on November 19, 2015, with all testimony received being made part of the public record;

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

- 1. The site for the proposed use is adequate in size, shape and topography** and therefore can accommodate the proposed project without the need for the requested encroachment into the side yard setback along the east property line.
- 2. There is no demonstrated need for the use requested;** in that the common usable recreational leisure area required in the R-3 Zone is already being provided in the open area at the rear of the property without the proposed recreation/exercise building. With regards to the request for a 9.8 percent encroachment into the required side yard setback, the project site is sufficiently wide to provide the required side yard setback, therefore there is also no demonstrated need for the request for encroachment.

**Planning Commission Resolution 15-16**  
**November 19, 2015**

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3. **The public interest, convenience, and necessity do not require that the use be permitted at the location requested;** in that the common usable recreational area is already being provided in the open space area at the rear of the property without the need to allow the two-story, 1,322-square-foot recreation/exercise building. Furthermore, the site is sufficiently large to allow for the required side yard setbacks without the proposed encroachment. Therefore the request to use the subject building as a recreational exercise building while encroaching into the required setback does not further the public interest, convenience or necessity.

PURSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED that the Planning Commission DENIES Conditional Use Permit 15-24.

The approval is final, unless appealed to the City Council in writing within ten (10) days following written notice of the adoption of this Resolution, pursuant to the provisions of Section 17.60.120 of the Sierra Madre Municipal Code.

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

APPROVED, the 19th day of November, 2015, by the following vote:

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

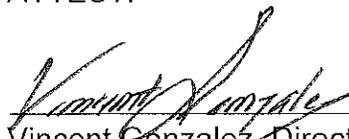
NOES: Golstein, Hutt

ABSTAIN: None

ABSENT: None

  
Gina Frierman-Hunt, Vice-Chair  
Sierra Madre Planning Commission

ATTEST:

  
\_\_\_\_\_  
Vincent Gonzalez, Director  
Planning & Community Preservation Department

1  
2  
3 **CITY OF SIERRA MADRE**  
4 **PLANNING COMMISSION MINUTES**  
5 **Regular Meeting of**  
6 **Thursday, November 19, 2015 at 7:00 p.m.**  
7 **City Council Chambers, 232 W. Sierra Madre Blvd.**  
8

9 **CALL TO ORDER**

10  
11 Chair Goldstein called the meeting to order at 7:02 p.m.  
12

13 **ROLL CALL**

14  
15 **Present:** Chair Goldstein, Commissioners Buckles, Desai, Frierman-Hunt, Hinton,  
16 Hutt, Spears  
17 **Staff:** Vincent Gonzalez, Director of Planning & Community Preservation  
18 Leticia Cardoso, Planning Manager  
19 Jennifer Peterson, Administrative Analyst  
20 Terri Highsmith, City Attorney  
21

22 **APPROVAL OF AGENDA**

23  
24 Commissioner Hutt moved to approve the agenda. Commissioner Frierman-Hunt  
25 seconded. Motion carried unanimously.  
26

27 **AUDIENCE COMMENT**

28  
29 None.  
30

31 **PUBLIC HEARING**

32  
33 **1. CONDITIONAL USE PERMIT 15-24 (CUP 15-24)**  
34 **156 W. Highland**  
35 **Applicant: Steve Salisian**  
36

37 Planning Manager Cardoso delivered the staff report.  
38

39 The Commission inquired about the discovery of the building, the legality of the electrical  
40 service as well as the building and fire code compliance. They also asked about the  
41 process for obtaining permits after the fact, and the enforcement of a covenant or deed  
42 restriction. The Commission expressed concern about the need for encroachment into  
43 the side yard setback given that the lot is sufficiently wide to provide the required setback.  
44 The Commission was also concerned with the accuracy of the setback measurement  
45 shown on the plan, as it did not seem to reflect the actual setback that Commissioners  
46 noticed during their site visit.

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48 Steve Salisian  
49 Applicant

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Mr. Salisian explained the need for the additional living space.

The Commission asked the applicant about his awareness of the plan check and permit process, and the skill level of the tradesmen or contractors that had worked on the project. The Commission asked the applicant whether the units were rented, and if he had a business license to do so as required by the City. The Commission asked the applicant whether his tenants parked on the street. They also asked if the applicant had hired a structural engineer to design the second floor.

Samir Guirguis  
Applicant's Architect of Record

Mr. Guirguis stated that he was hired by the applicant to create as-built drawings, but was not involved in the construction. He stated that he could not speak to the integrity of the second story and suggested that the applicant would need an engineer to move forward.

**Discussion**

The Commission asked why staff would recommend approval of this project. Planning Manager Cardoso stated that all findings could be made with the condition of the removal of the bathrooms and the covenant. She stated that the project would still be required to comply with all City codes prior to the issuance of an after-the-fact building permit, and if necessary, the applicant would be required to make modifications to the building in order to obtain permits to legalize the structure.

**Public Comment**

Barry Gold  
Ramona Ave.

Mr. Gold suggested that the applicant be required to show that the structure complies with the building code prior to consideration of the CUP.

Director Gonzalez read a letter submitted by Matt Bryant of Preserve Sierra Madre opposing the project and the consequences of legalization of the structure.

Chair Goldstein requested the City Attorney to clarify the Commission's role in reviewing a CUP for a building that has already been constructed. City Attorney Highsmith stated that the Commission was to consider the project's conformity with zoning code as if the building has not yet been constructed, but that they had no discretion over structural integrity at the conceptual level.

Commissioners Frierman-Hunt and Desai felt that the project site had ample room for development without the setback encroachment.

Commissioner Hutt stated that he could not discuss the setback without a site survey since the applicant claimed that the existing wall was not located over the property line. He also had concerns with fire access to the building through the existing walkway.

99 Commissioner Buckles had concerns with the angle plane requirements and the building  
100 placement and spacing. Staff mentioned that the R-3 Ord. does not include an angle  
101 plane requirement.

102  
103 Commissioners Spears and Hutt agreed that they had concerns about the accuracy of  
104 the documents presented.

105  
106 Commissioners Desai, Frierman-Hunt, Spears and Hinton felt that allowing bathrooms in  
107 the building could facilitate the non-conforming use of the building as a unit.  
108 Commissioner Hutt added that he was concerned that the kitchen would be re-installed  
109 and that the only way to prevent the possibility of a future non-conforming use would be  
110 to demolish the building.

111  
112 Steve Salisian  
113 Applicant

114 Mr. Salisian assured the Commission that he would bring the building into compliance  
115 with the building code.

116  
117 Commissioner Desai stated that he could not see the hardship needed for encroachment,  
118 and on that basis he could not approve the project. Commissioner Frierman-Hunt agreed.

119  
120 Chair Goldstein inquired what the next steps would be if the project were to be denied.  
121 City Attorney Highsmith stated that it could be continued to allow for plan modifications  
122 or if the Commission denied the request, the code enforcement process would continue  
123 and demolition would be required. Commissioner Desai asked what would happen if the  
124 project were approved and then found to be out of conformance afterwards. City Attorney  
125 Highsmith stated that the conditional use permit would then be revoked and the code  
126 enforcement process would continue.

127  
128 **Action: Commissioner Spears moved to deny Conditional Use Permit 15-24 on the**  
129 **basis that there was no demonstrated need for the use requested and**  
130 **encroachment, and that the site was adequate without the requested**  
131 **encroachment. Commissioner Hinton seconded. Motion carried 5.2.0 (Hutt and**  
132 **Goldstein nay).**

133  
134 Chair Goldstein delegated signature of the Resolution to Vice Chair Frierman-Hunt.

135  
136 **DISCUSSION**

137  
138 **Discussion Regarding Minimum Lot Sizes, Prevailing Front Yard Setbacks, and**  
139 **Angle Plane Encroachment in the R-1 Zone, Minor Conditional Use Permit Noticing**  
140 **Requirements, and Conditional Use Permit Findings.**

141  
142 Commissioner Hinton recused herself from the minimum lot size discussion as she owns  
143 one of the parcels identified by staff as one that could potentially be split.

144  
145 Planning Manager Cardoso delivered the Staff Report.  
146

147 The Commission discussed the advantages and disadvantages of possible calculation  
148 methods.

149

150 Mayor Capoccia

151 City Council Liaison to Planning Commission

152 Mayor Capoccia reminded the Commission that the General Plan specifically requires that  
153 lot splits be discouraged.

154

155 Commissioners Frierman-Hunt and Hutt formed a subcommittee to run numbers and  
156 discuss various calculation methods regarding lot sizes and density before returning to the  
157 Commission with more detailed information to inform their discussion.

158

159 Commissioner Hinton rejoined the meeting.

160

161 City Attorney Highsmith asked that she be given the opportunity to review the  
162 Commission's proposal to revise language in the findings for hillside development permits  
163 with CETT litigation counsel and return to the Commission, possibly in closed session. She  
164 stated that the Commission would not discuss changes to the HDP findings at this meeting.

165

166 Commissioner Hutt presented the proposed language drafted by the subcommittee  
167 addressing revisions to the CUP findings for the Commission's review and consideration.

168

169 **Action: The Commission directed staff to return with an ordinance not to include**  
170 **the lot size discussion, which they agreed to postpone until after the subcommittee**  
171 **could return to the Commission with more detailed information.**

172

173 **ORAL COMMUNICATION**

174

175 **Audience Comments**

176

177 None.

178

179 **Planning Commission**

180

181 Commissioner Goldstein asked that staff contact the owner of the Stonegate property to  
182 remove the public hearing notice sign and the story poles.

183

184 **Planning & Community Preservation**

185

186 Director Gonzalez stated that the next regular Planning Commission meeting is  
187 scheduled for December 3, 2015.

188

189 **Adjournment**

190

191 Chair Goldstein adjourned the meeting at 10:53 p.m.

192

193

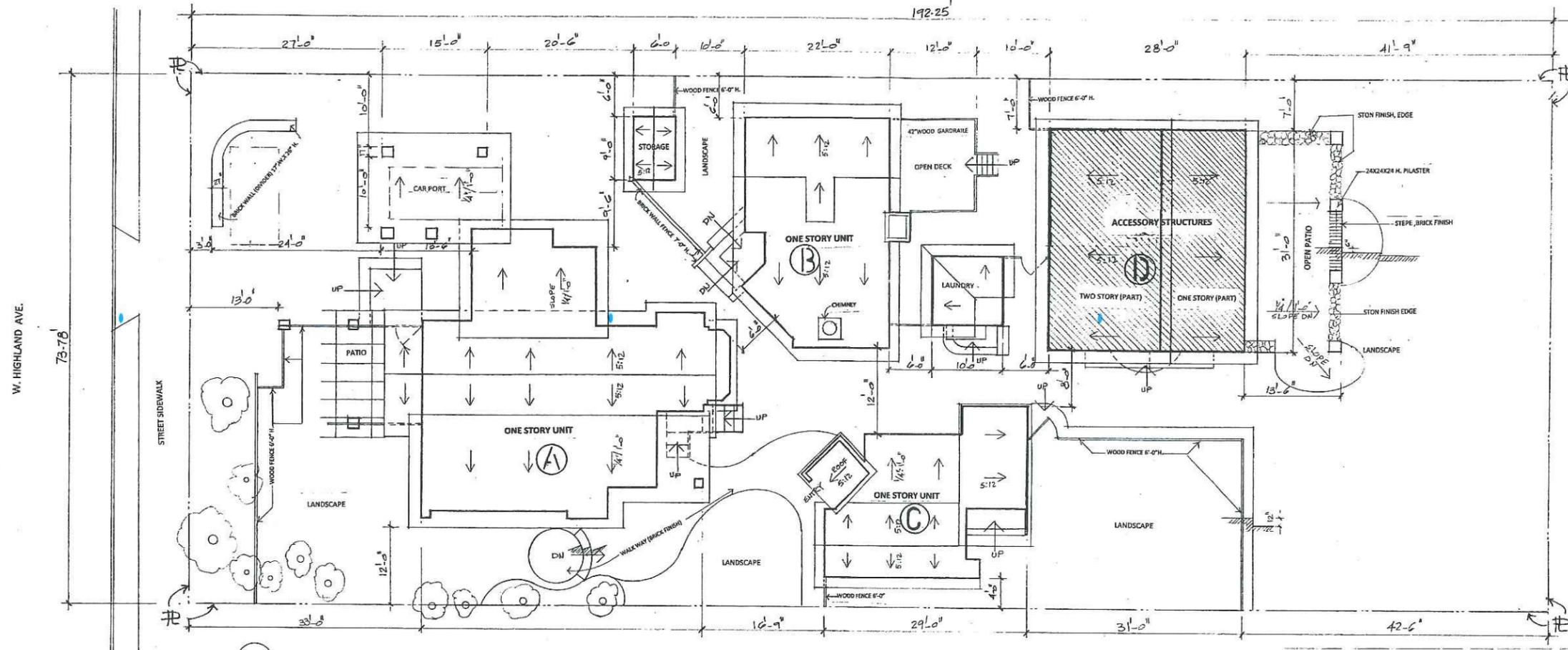
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\_\_\_\_\_

196 Secretary to the Planning Commission  
197 Vincent Gonzalez, Director of Planning & Community Preservation

156 W. HIGHLAND AVE.  
SIERRRA MADRE CA, 91024

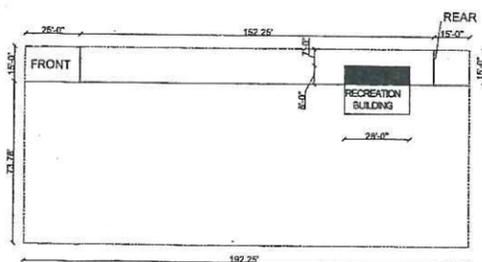


SITE AND ROOF PLAN SCALE 1/8"=1'-0"

STRUCTURE (A) :-SINGLE ONE STORY DWELLING UNIT	979.0	SQ.FT.
STRUCTURE (B) :-SINGLE ONE STORY DWELLING UNIT	520.0	SQ.FT.
STRUCTURE (C) :-SINGLE ONE STORY DWELLING UNIT	352.0	SQ.FT.
STRUCTURE (D) :-TOW STORY RECREATION & EXERCISE BUILDING		
FIRST FLOOR	868.0	SQ.FT.
SECOND FLOOR	454.0	SQ.FT.
LAUNDRY ROOM	100.0	SQ.FT.
STORAGE	54.0	SQ.FT.

**FIRE NOTES FOR STRUCTURE (D) / RECREATION BUILDING ONLY.**

- 1-FIRE SPRINKLERS SYSTEM SHALL BE INSTALLED AS THE CITY REQUIREMENT (PER N.F.P.A - 13 D)
- 2-SMOKE AND CARBO MONOXIDE DETECTORS SHALL BE REQUIRED.



EAST SETBACK CALCULATION:  
LEGAL SETBACK AREA FOR TWO STORY = 152.25' x 15' = 2,283.75 SQ.FT.  
10% = 228.37 SQ.FT.  
VIOLATION AREA (RECREATION BUILDING):  
ACCESSORY STRUCTURE = 28' x 8' = 224.00 SQ.FT. + 228.37 SQ.FT.

**PROJECT NOTES:**  
SUBJECT: LEGALIZE ACCESSORY STRUCTURE BUILDING (RECREATION AND EXERCISE BUILDING, 1,322.00 SQ.FT.) FOR THREE UNIT IN ONE LOT.  
PROJECT ADDRESS: 156 W. HIGHLAND AVE, SIERRA MADRE, CA 91024  
ASSR. ID NO.: 5797 021 029  
OWNER: SALISIAN, ROBERT AND STEVE  
OWNER ADDRESS: SAME  
TELEPHONE: 628 - 283 - 0045  
LOT SIZE (USABLE AREA) = 14,183.00 SQ.FT.  
TOTAL FLOOR AREA:  
1. UNIT # A = 979.00 SQ.FT.  
2. UNIT # B = 520.00 SQ.FT.  
3. UNIT # C = 352.00 SQ.FT.  
4. LAUNDRY ROOM = 100.00 SQ.FT.  
5. STORAGE ROOM = 54.00 SQ.FT.  
6. RECREATION BUILDING = 1,322.00 SQ.FT.  
TOTAL = 3,327.00 SQ.FT.  
TOTAL FLOOR AREA FOR THE RECREATION SPACE:  
1,322.00 SQ.FT.  
MAXIMUM ALLOWABLE FLOOR AREA FOR THE PROPERTY:  
8,430.00 SQ.FT.  
HEIGHT OF PROPOSED BUILDING:  
ONE STORY 12'-6"  
TWO STORY 20'-0"  
EXISTING LOT COVERAGE:  
1. UNIT # A = 979.00 SQ.FT.  
FRONT ENTRY = 70.00 SQ.FT.  
BACK = 65.00 SQ.FT.  
2. UNIT # B = 520.00 SQ.FT.  
3. UNIT # C = 352.00 SQ.FT.  
FRONT ENTRY = 82.00 SQ.FT.  
4. LAUNDRY ROOM = 100.00 SQ.FT.  
5. STORAGE ROOM = 54.00 SQ.FT.  
6. COVER CARPORT = 150.00 SQ.FT.  
7. OPEN CARPORT = 820.00 SQ.FT.  
TOTAL = 2,862.00 SQ.FT.  
PROPOSED LOT COVERAGE:  
EXISTING LOT COVERAGE + RECREATION BUILDING = 2,862.00 + (28.0 x 31.0) = 3,730.00 SQ.FT.  
MAXIMUM ALLOWABLE LOT COVERAGE FOR THE SITE:  
7,800.00 SQ.FT.

REVISIONS	BY

S.A.G. CONSTRUCTION & DESIGN  
SAMIR A. GURGUIS  
281 N. ALTADENA DR.  
PASADENA CA, 91107

156 W. HIGHLAND AVE. CHIM  
SIERRRA MADRE CA, 91024

Date 8-26-15  
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CITY OF SIERRA MADRE  
PLANNING & BUILDING

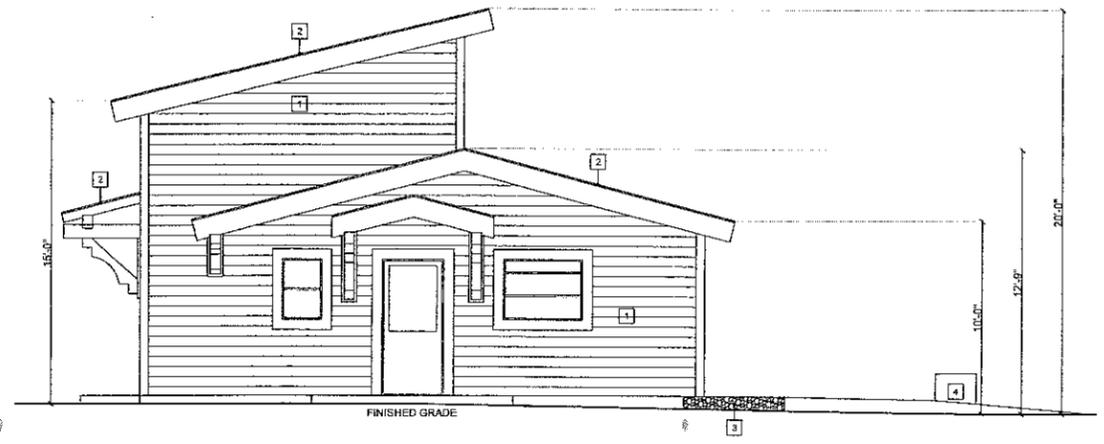
**RECREATION & EXERCISE BUILDING**  
**156 W. HIGHLAND AVE,**  
**SIERRA MADRE, CA 91024**

REVISION	BY

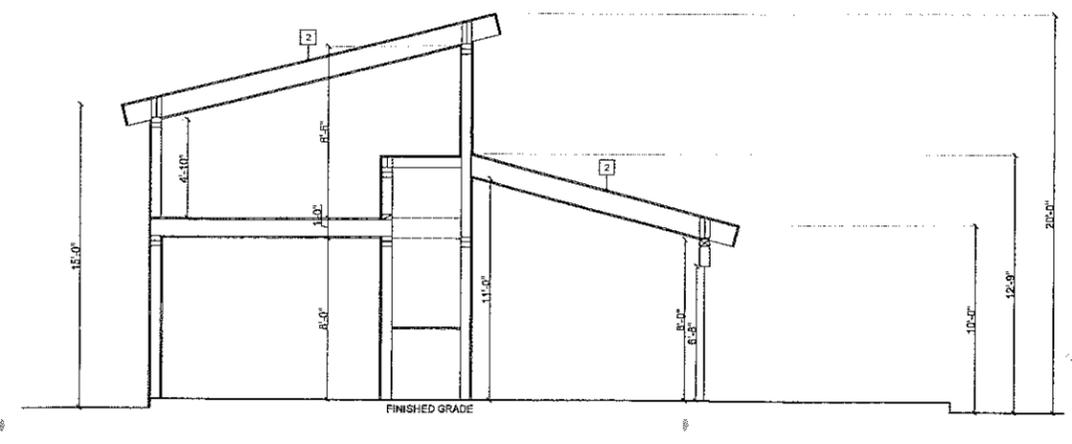
SAG & A-R DESIGN AND ENGINEERING SERVICES  
 281 N. ALTADENA DR., PASADENA, CA 91107  
 828-449-9481

**156 W. HIGHLAND AVE,**  
**SIERRA MADRE, CA**  
**91024**

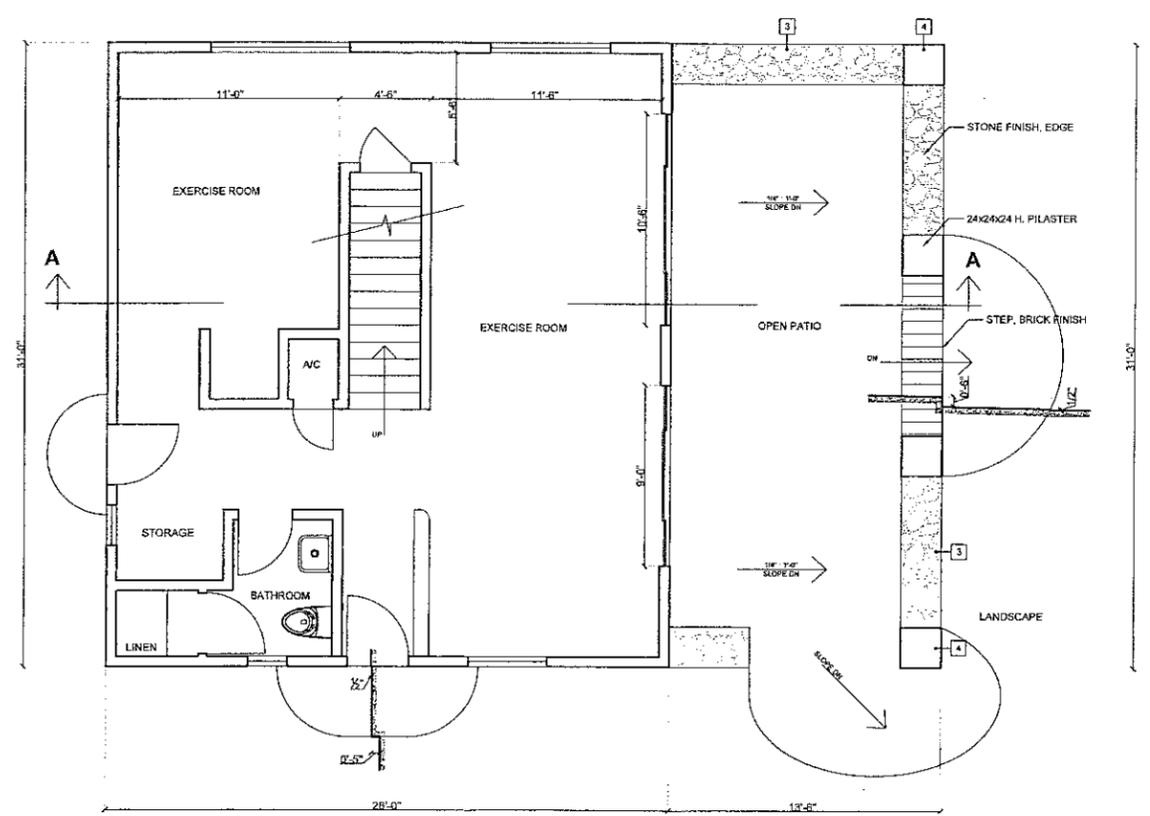
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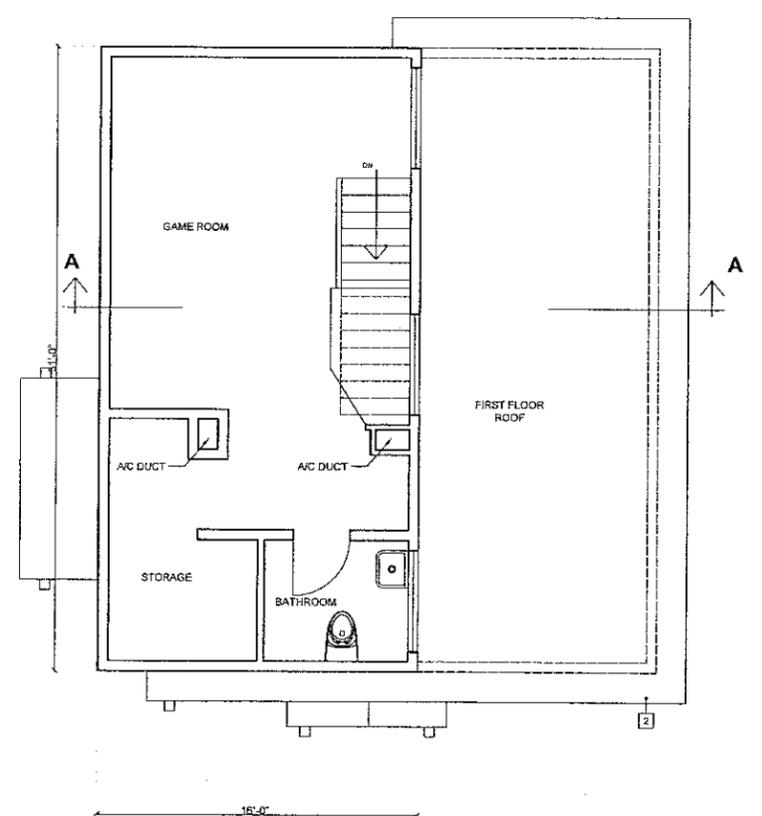
**WEST ELEVATION** SCALE 1/4" = 1'-0"



**SECTION A - A** SCALE 1/4" = 1'-0"



**FIRST FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"



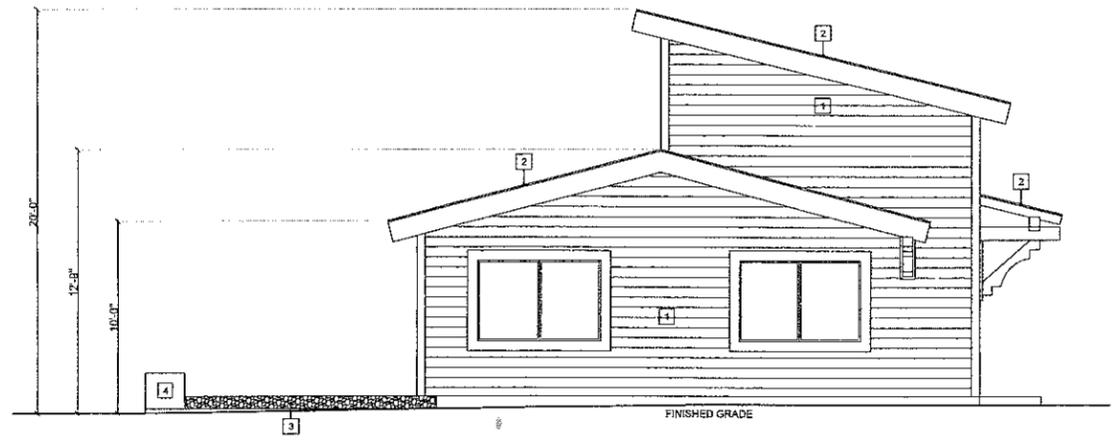
**SECOND FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

- LEGEND:**
- 1 1" x 6" WOOD SIDING OVER BLACK PAPER
  - 2 CLASS 'A' COMPOSITION SHINGLE 30 YEARS ER, #5646
  - 3 STONE FINISHED EDGE
  - 4 24" x 24" x 24" H. PLASTER / BRICK FINISH

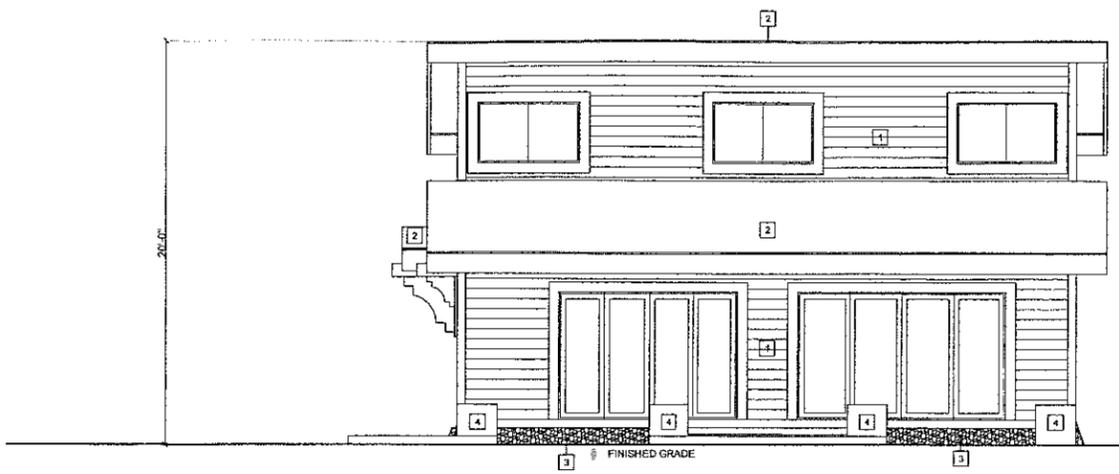
REVISION	BY

SAG & A-R DESIGN AND ENGINEERING SERVICES  
 281 NALTADENA DR., PASADENA, CA 91107  
 626-449-6461

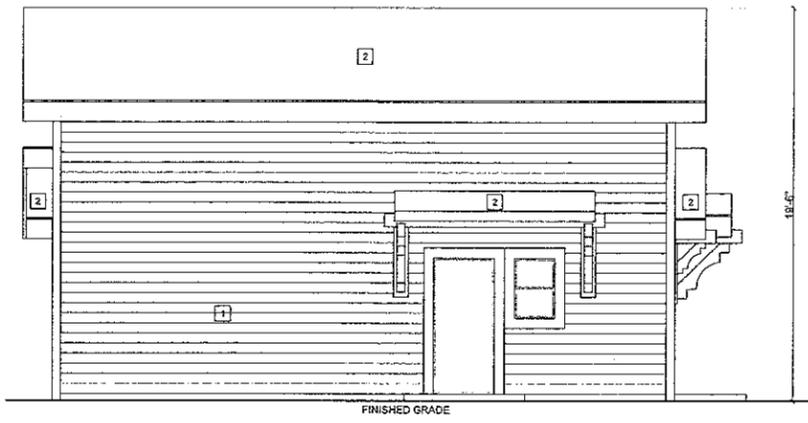
156 W. HIGHLAND AVE,  
 SIERRA MADRE, CA  
 91024



EAST ELEVATION SCALE 1/4" = 1'-0"



SOUTH ELEVATION SCALE 1/4" = 1'-0"



NORTH ELEVATION SCALE 1/4" = 1'-0"

- LEGEND
- 1 1" x 6" WOOD SIDING OVER BLACK PAPER
  - 2 CLASS "A" COMPOSITION SHINGLE 30 YEARS ER, #5546
  - 3 STONE FINISHED EDGE
  - 4 24" x 24" x 24" H. PLASTER / BRICK FINISH

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## Planning Commission **STAFF REPORT**

*Ken Goldstein, Chair  
Gina Frierman-Hunt, Vice-Chair  
Matthew Buckles, Commissioner  
Manish Desai, Commissioner  
Leslee Hinton, Commissioner  
John Hutt, Commissioner  
Bob Spears, Commissioner*

*Vincent Gonzalez, Director -  
Planning and Community  
Preservation*

DATE: November 19, 2015

TO: Planning Commission

FROM: Leticia Cardoso, Planning Manager

**SUBJECT: Conditional Use Permit (CUP) 15-24 – A request to allow a new two-story, 1,322-square-foot recreation building and also allow it to encroach into the required side yard setback along the eastern property line by no more than 10 percent, on the property located at 156 W. Highland Avenue.**

---

### *Executive Summary*

The applicant, Steve Salisian, is requesting that the Planning Commission consider a request for a Conditional Use Permit (CUP) to allow a new two-story, 1,322-square-foot recreation/exercise building, and to also allow it to encroach into the required side yard setback along the eastern property line by no more than 10 percent, on the property located at 156 W. Highland Avenue. Pursuant to SMMC 17.60.030.G, a conditional use permit is required for all developments in the R-3 Zone.

Staff recommends that the Planning Commission approve Conditional Use Permit 15-24 (CUP 15-24) pursuant to Resolution 15-16, subject to conditions of approval.

### **BACKGROUND**

The subject property measures 14,184 square feet and is located at 156 West Highland Avenue, between Hermosa Avenue on the west and Auburn Avenue on the east. The

---

property is regularly shaped and is zoned R-3 (Multiple Family Residential) with a General Plan Land Use designation of RH (Residential Medium/High Density). The property is surrounded by one- and two-story properties also zoned R-3 on the east, west and south developed with multi-family and single-family residential uses; the Sierra Madre Elementary School is located across the street (north) from the site.

The property is developed with 3 (three) one-story multi-family units, a one-car carport, a laundry room, a storage space and the subject two-story, 1,322-square-foot building at the rear, which was originally constructed as a fourth dwelling unit by the applicant, Steve Salesian, without prior building and zoning approvals from the City. Prior to constructing the subject building, the applicant demolished a 203-square-foot accessory building that was located in the same location at the rear of the property.

Upon reviewing the R-3 zoning requirements to determine whether the additional multi-family unit could be permitted on the site, staff informed the applicant that the property does not meet the minimum lot size per dwelling unit required to allow the additional unit<sup>1</sup>. Moreover, the existing parking is non-conforming regarding the total number of required spaces for a 3-unit multi-family development<sup>2</sup>, and the applicant would be required to bring it up to code including providing the additional parking required for the fourth unit. Based on the layout of existing development on the site, it was determined that additional parking cannot be provided to meet the requirements of the R-3 Ordinance.

### **Proposed Project**

Given the abovementioned zoning limitations with regards to the use of the building as a dwelling unit, the applicant wishes to obtain approval of a conditional use permit to maintain the structure and use it as a recreation/exercise accessory building for the multi-family property, in which case minimum lot size and parking requirements are not applicable. According to the applicant, the recreation/exercise building will provide adequate space for the activities and events of the three families that occupy existing Units A, B and C on the site. Pursuant to Code Section 17.28.180, common usable recreational areas are required at a minimum of 400 square feet for each dwelling, and recreational buildings may be included in this area.

---

<sup>1</sup> In the R-3 Zone, the minimum lot size for the first two dwelling units is 9,000 square feet, plus 3,000 square feet of lot area for each additional unit. As such, the minimum lot size for a 4-unit property would be 15,000 square feet.

<sup>2</sup> Pursuant to Code Section 17.28.170.B, off-street parking for projects with densities greater than 8 units/acre are as follows: units with 2 bedrooms or more require two enclosed or covered spaces, and each unit with 1 bedroom would require one covered space, plus one guest space for every 3 units. Thus, the existing development requires a total of 5 spaces, including 4 enclosed/covered space plus 1 guest space. The fourth unit would require 2 additional enclosed/covered spaces plus 1 additional guest space, for a total of 9 spaces.

The first floor includes 868 square feet of floor area with two exercise rooms, a storage area and a bathroom with a closet. The second floor has 454 square feet of floor area, and includes a large game room and a bathroom with a closet. The applicant is also proposing an uncovered ground floor patio at the rear of the building. The applicant has removed the kitchen originally located on the first floor of the building as requested by staff since this structure cannot be used as a dwelling unit as originally constructed. A site plan including the floor plans and elevations has been attached herein for reference as Exhibit B.

When reviewing the original site plan submitted to the City, staff asked the applicant to remove the shower included in the 1<sup>st</sup> floor bathroom and the bathtub in the 2<sup>nd</sup> floor bathroom as staff was concerned that full or ¾ bathrooms could make the structure more easily converted to a dwelling unit, and are not necessary in an on-site recreation building. The applicant replaced them with closets, however, he is requesting approval of the bathrooms as originally designed to serve the needs of the families living in the existing units as he states that those units do not have adequate restroom facilities to serve their needs. The applicant's request and description of the existing bathrooms in Units A, B and C is included herein as Exhibit D.

Although the applicant is aware that the building cannot be used as a dwelling unit, staff is concerned that the structure could be converted in the future without approval by the City. Consequently, if the Commission wishes to approve the applicant's request, staff recommends that the Resolution include a condition of approval requiring that the bathroom areas be limited to the minimum space required to only accommodate a sink and toilet, without closets or any other spaces that can be used to add a shower or bathtub in the future. Staff also recommends that recordation of a covenant be required restricting its use to recreation/exercise and prohibiting the conversion of the building to a dwelling unit and use of the building as permanent or temporary sleeping or living quarters.

#### Conditional Use Permit

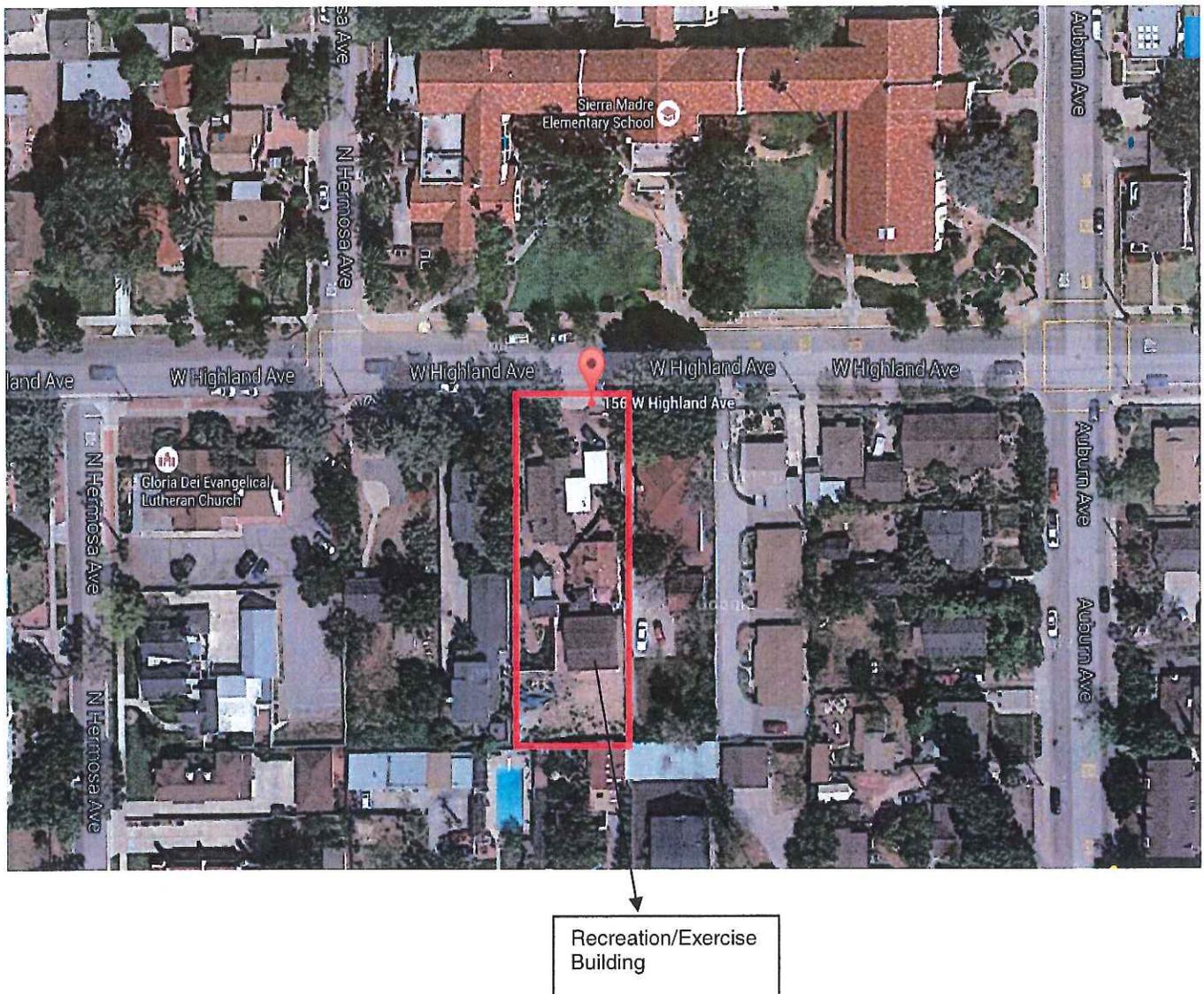
Pursuant to SMMC 17.60.030.G, approval of a CUP is required for all developments in the R-3 Zone, including the proposed recreation/exercise building. The applicant is also requesting that the building be allowed to encroach into approximately 9.8 percent of the required side yard setback. Code Section 17.60.028 allows portions of a building to extend into a required yard by no more than 10 percent pursuant to the approval of a minor conditional use permit. In this case, since the project requires a CUP, the request can be included in the CUP application, in which case the request is subject to the findings required for approval of a CUP.

#### Protected Trees

According to the applicant, no protected trees were removed or otherwise affected by the construction of the subject building. A condition of approval has been included in

the Resolution requesting that the applicant provides photographic proof to this effect, in the absence of which mitigation measures shall apply.

Aerial view of 156 W. Highland



**PROJECT SUMMARY**

<b>Category</b>	<b>Existing</b>	<b>Proposed<sup>3</sup></b>	<b>Code Requirement / Allowed</b>	<b>Meets Code</b>
<b>Lot size</b>	14,184 sq.ft. (192.25' deep X 73.78' wide)	No Change	12,600 sq.ft. (minimum)	Yes
<b>Lot Coverage</b>	20%	22%	Not to exceed aggregate of 55% of lot area, or 60% with use of porous materials.	Yes
<b>Recreation Building Height</b>	20 feet	No change	30 feet or two stories above finish grade, whichever is less.	Yes
<b>Recreation Building Setbacks:</b>				
<b><u>Front</u></b>	121 feet	No change	25 feet	Yes
<b><u>Sides:</u></b>				
<b>West -</b>	36 feet	No change	15 feet for two-story construction; 10 feet for single-story construction	Yes
<b>East -</b>	7 feet	No change	15 feet for single-story construction; 10 feet for single-story construction	No <sup>4</sup>
<b><u>Rear</u></b>	41 feet 9 inches	No change	10 feet for single-story construction	Yes
<b><u>Between Structures:</u></b>	6.5 feet to laundry room	No change	25 feet	Yes
<b>Density</b>	3 units	No Change	3 units (13 units/acre)	Yes
<b>Unit Sizes</b>	<b>Unit A</b> 979 sq.ft. (2 bedrooms) <b>Unit B</b> 520 sq.ft. (1 bedroom) <b>Unit C</b> 352 sq.ft. (1 bedroom)	No change  No change  No change	<b>Minimum area:</b> 650 sq.ft for 1 bedroom unit; 1,300 sq.ft. for 4 bedroom unit.	Yes  No <sup>5</sup>

<sup>3</sup> Since the "proposed" project has already been constructed, the information shown on this table is the same for "Proposed" and "Existing", except for the existing and proposed lot coverage, which shows the coverage pre- and post-construction.

<sup>4</sup> The applicant is requesting approval to encroach no more than 10 percent, more specifically, 9.8 percent, into the required side yard setback along the east side of the property.

<sup>5</sup> Units B and C are existing non-conforming regarding minimum required unit size. The applicant is not proposing any changes to the unit sizes.

<b>Common Area</b>	Front, sides and rear of property	Existing open areas plus 1,322 sq.ft. recreation building	<u>Minimum area:</u> 1,200 sq.ft. (400/unit).	Yes
<b>Parking</b>	1-car carport and 520 sq.ft. of uncovered parking area in the front yard	No change	5 covered spaces plus 1 guest parking space uncovered	No <sup>6</sup>

**FINDINGS**

The following findings have to be made to grant a Conditional Use Permit:

1. **The site for the proposed use is adequate in size, shape and topography;** in that the site is regularly shaped, and can accommodate the proposed project while meeting all of the requirements set forth in the City's Municipal Code.
2. **The site has sufficient access to streets which are adequate, in width and pavement type to carry the quantity and quality of traffic generated by the proposed use;** in that the 60-foot-wide public street that provides access to the site is in good condition and is of a standard width for streets in residential areas. Since there is no increase in the number of dwelling units, an increase to existing traffic levels that could necessitate the widening of existing streets is not expected.
3. **The proposed use will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;** in that the zoning of the proposed site allows for multi-family residential uses that include recreational areas such as that being provided by the applicant. The surrounding neighborhood includes single- and multi-family development, and because the proposed project will not change the existing use or density on the site, it will not unreasonably interfere with the use, possession, and enjoyment of surrounding and adjacent properties. With respect to the side yard encroachment, the second story wall along the east elevation does not have any windows, thus avoiding privacy impacts to the adjacent property.
4. **There is a demonstrated need for the use requested;** in that the proposed recreation/exercise building would help meet the R-3 Zone requirement for common usable recreational area, thereby improving the multi-family residential use of the subject property. Since the building is already constructed, allowing the encroachment into the side yard setback would allow it to remain in its

<sup>6</sup> Parking is existing non-conforming, and can remain as such since the proposed project does not involve construction of a new unit.

present location without the need to modify it to comply with the required side yard setback.

5. **The use will, as to location and operation, be consistent with the objectives of the General Plan;** in that the proposed use of the building as a recreation/exercise building is consistent with the site's General Plan designation of RH (Residential Medium/ High Density) as implemented in the R-3 Zoning Ordinance as common usable recreational leisure areas are required by the ordinance.
6. **The public interest, convenience, and necessity require that the use be permitted at the location requested;** in that the proposed project would be used for multi-family residential purposes in the R-3 Multiple Family Residential Zone, and the project meets the intent of the City's General Plan and Zoning Ordinance's development standards as prescribed by Chapter 17.28. Furthermore, improvements to multi-family residential properties enhance their use while serving the needs of the City when such projects are consistent with the General Plan and development guidelines. Also, since the building is already constructed, allowing the encroachment into the side yard setback would allow it to remain in its present location without the need to modify it to comply with the required side yard setback.

## **ENVIRONMENTAL**

The project qualifies for a Categorical Exemption, pursuant to Section 15303(e) of the California Environmental Quality Act (CEQA), in that it involves construction of an accessory structure on a multi-family residential property developed with three units.

## **ALTERNATIVES**

The Planning Commission has the following alternatives:

1. Approve the application for Conditional Use Permit 15-24, pursuant to Planning Commission Resolution 15-16.
2. Deny the application for Conditional Use Permit 15-24, identifying the findings that cannot be made and the basis for rejecting those findings.
3. Continue the subject project, and provide the applicant with direction on the project.

---

**RECOMMENDATION**

Staff recommends that the Planning Commission approve Conditional Use Permit 15-24 pursuant to Resolution 15-16, subject to conditions of approval.

Prepared By:



Leticia Cardoso  
Planning Manager

Attachments:

1. Exhibit A: Planning Commission Resolution 15-16
2. Exhibit B: Site Plan
3. Exhibit C: Project Application
4. Exhibit D: Applicant's Request Re: Bathroom Facilities
5. Exhibit E: Site Photos
6. Exhibit G: Vicinity Map



City of Sierra Madre  
 Planning Application Form

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

Date Received  
 07.30.15 (orig.)

P.C. Hearing Date

Project Location 156 W. HIGHLAND AVE. SIERRA MADRE

Project No.

APN # 5767.021-029 General Plan & Zoning R-3

CUP 15-24

Exact Legal Description: Lot # 29

Type of Discretionary  
 Review/Fee

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

Applicant Requests: CUP to allow a new 1,322-SQ.Ft Building at rear  
of the Property for use as a Recreation and exercise Building  
Also requesting permission to allow the building to encroach  
into the required side yard setback along the east side by  
no more than 10 percent

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

Conditional Use Permit  
 \$ 4570.00

Applicant Information

Name: STEVE SALISIAN

- Owner
- Escrow
- Lessee
- Other

Address: 158 W. HIGHLAND AVE  
SIERRA MADRE CA 91024

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

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



H/C: 626-325-3336

W: 626-253-0045



stevesalisian@gmail.com

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

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

If required:

COVENANTS, CONDITIONS AND/OR RESTRICTIONS:

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

Environmental Fee  
 \$ 154

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

Noticing Fee  
 PC \$ 612.00   
 CC \$ \_\_\_\_\_

OCT 28 2005

CITY OF SIERRA MADRE  
 PLANNING & BUILDING

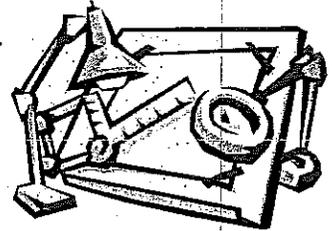
TOTAL \$ 5336.00

Architect Information

Firm: S.A.G Construction/Design Contact: Semir Gulinguis

Address: 281 N. Altadena Dr. Phone: 818-424-6610

Pasadena CA 91107 Fax: 626-568-9406



Contractor Information

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

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

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

Engineer Information

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

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

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

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

**For Office Use Only**

Cultural Heritage Commission

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

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

Tree Advisory Commission

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

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

City Council Appeal

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

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

CRA

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

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

**Application Completeness:** Only applications that include all of the required documents described on the following page will be deemed "complete." The Department of Development Services retains the right to review documents and determine that they are adequate in their ability to convey the applicant's request to the decision making body. Applicants will be notified if the application is not complete, within 30 days of filling the application and paying all required fees.

**Refund:** Applicants will be entitled to refunds of relevant fees only if an application has been submitted and received in error by City Staff. Fees will not be refunded to an applicant who decides not to pursue a project which has been submitted.

The City will work with one individual, or firm, who is the "applicant." It is expected that the applicant will convey all project related information to the individuals involved in the project.



**Certification**

I certify that I am the duly authorized applicant for this project. Further, I certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)

I have read and agree to comply with the above stated conditions:

STEVE SALISIAN  
Name of Applicant

[Signature]  
Signature  
7/30/15

**CERTIFICATE  
ATTACHED**

Name of 2nd Applicant

Signature

**Variance and  
Conditional Use  
Permit applications  
must include:**  
  
Descriptions and/or  
analysis to the  
required attached  
findings, in order to  
be deemed  
complete.

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OCT 26 2015

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PLANNING & BUILDING

**PLEASE NOTE: THE ABOVE SIGNATURE(S) MUST BE NOTARIZED.**

**RECEIVED**

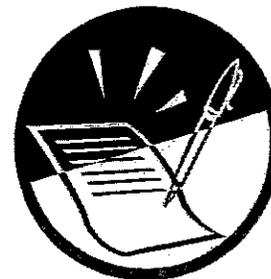
JUL 30 2015

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SEP 01 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING



**Required Submittal Materials:**

- Completed Planning Application Form
- PROJECT DESCRIPTION & ANALYSIS:** On **page 10**, describe the proposal including current use of the property, demolition (if any), proposed construction, proposed use and any other relevant information to the applicant request. Submit all information listed on the analysis form.
- SITE PLAN:** Attach a dimensioned site plan including all property lines indicating existing and proposed structures and the current and proposed use of all structures. Indicate the location of any structures within 5 feet of the abutting site(s). The site plan must indicate a north direction, the architect's name, the owner's name, existing trees & plant materials, internal & external right-of-ways, yard dimensions, and a scale. *To be included in two (2) blue print size (24"x36") sets of plans, due at the time of application submittal.*
- DIMENSIONED FLOOR PLANS:** Must indicate North direction, architect's name, owner's name, and a scale. *To be included in the set of plans, due at the time of application submittal.*
- ELEVATIONS:** Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural & finished grade, and massing of structures on adjacent properties. *To be included in the set of plans, due at the time of application submittal.*
- COLORED PHOTOGRAPHS:** Include pictures of all four (4) directions (N, S, E & W) of existing site and abutting properties looking in and out. *One (1) set of photos due at the time of application submittal.*
- Fourteen (14) copies/sets of the following: 1) 3-hole punched 11"x17" reductions of site plan, floor plans, and elevations; 2) Colored photographs (3-hole punched). *These items to be submitted a minimum 10 days prior to Planning Commission hearing date.*
- ELECTRONIC COPY OF PLANS:** PDF format. *To be submitted a minimum 10 days prior to Planning Commission hearing date.*
- Colored rendering of front elevation
- Owner's Affidavit
- NOTIFICATION:**  
A **300-foot-radius** map and the names of the property owners within a 300 foot radius is required.  
Submit a master list and 2 (two) sets of typed labels listing all property owners and their addresses for purposes of mailing public hearing notices. \*Note: A 150-foot-radius is required for Minor Variances or consent of abutting owners and owner directly across the street from the project site.
- Environmental Information Form
- SITE SURVEY:** The survey must be completed by a licensed surveyor and show existing grades, structures, and other relevant information. (If required by the Planning Department)
- Tree removal plan (if necessary) for review by the Tree Advisory Commission
- Entry onto Private Land. By submitting said form a property owner grants permission to staff and the Planning Commissioners the right to enter private property to evaluate the request.
- Public Facilities Fee: Please check with Development Services staff if this fee applies to your project (Title 15; Chapter 15.52)



**CONDITIONAL USE PERMIT FINDINGS**

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

A. That the site for the proposed use is adequate in size, shape, and topography;

THE LOT SIZE IS 14,184. SQ FT THAT HAS A NICE SHAPE, TOPOGRAPHY, AND REASONABLE SLOPE FOR THE DRAIN.

B. That the site has sufficient access to street which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use;

SITE HAS SUFFICIENT AND ADEQUATE STREET ACCESS, NORTH SIDE HAS MORE THAN 23 FT OPENING TO HIGHLAND AVE, ENOUGH WIDTH AND GOOD PAVEMENT TO ACCOMMODATE AND CARRY OUT QUANTITY AND QUALITY

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

THE PROPOSED USE SHALL ALIGN PERFECTLY WITH THE SURROUNDING NEIGHBORHOOD AND OUR ANALYSIS DID NOT IDENTIFY, OR FORSEE ANY NEGATIVES INTERFERING WITH PROJECT. THE PROPOSED WORK SHALL ADD AN ENJOYABLE AND EXCLUSIVE LOOK TO OUR NEIGHBORHOOD.

D. That here is a demonstrated need for the use requested;

YES. THERE IS A NEED TO ADD SPACE FOR FAMILY ACTIVITIES AND RECREATION/EXERCISE ROOM/PLAY ROOM FOR GRANDCHILDREN. PROPOSED WORK SHALL PROVIDE ADEQUATE ROOM FOR THESE ACTIVITIES.

E. That the use, if permitted, will, as to location and operation, be consistent with the objectives of the general plan; THE PROPOSED WORK SPECIFICATIONS ARE PROVIDED IN A MANNER SO THAT ITS USE, IF PERMITTED WILL CONFORM AND BE CONSISTENT, IN LOCATION AND ORIENTATION WITH THE GENERAL PLAN THAT IS A RESIDENTIAL HOUSE. PLAN DETAILS SUBSTANTIATE THAT THEY ALIGN WITH OBJECTIVES OF THE GENERAL PLAN.

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

WE EXPECT THAT THE NEW APPEARANCE AND FUNCTION OF THE BUILDING SHALL BE TO THE BEST OF THE PUBLIC CONVENIENCE AND NECESSITY. IT WILL ENHANCE AND IMPROVE THE OVERALL FUNCTION AND APPEARANCE OF THE UNITS WHICH ADDS MORE VALUE TO THE NEIGHBORHOOD

SEP 0 9 2015



**Project Description & Analysis:** Please print a narrative summary of the proposed project within the box.

Subject lot has 3 one story buildings 3 of which are small dwelling units. Each unit has a separate mailing number, a 100 sq. Ft. laundry room, and a 203 sq. ft. office accessory structure as the tax assessors information at year 1978. Since the current units are too small for our growing family and don't provide adequate space for us to sit together as a family unit, and don't have a family room or guest bathroom, and the three units are occupied by related family. Beginning this year we demolished the old 203 sq. ft. accessory structure and built a new 1,322 sq. ft. accessory structure for use as an exercise and recreation area for our immediate family. We made the building two stories to maximize space and allow adequate space for common area and landscape for the rear of the property. We will permit an outdoor patio of 420 sq. ft. upon approval. We are asking for this condition use permit to help our family as we grow together need space to play and have fun with our children.

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OCT 25 2015

Fill in the following information:

CITY OF SIERRA MADRE  
PLANNING & BUILDING

**Square Footage of Structures**

Existing Dwelling .	520 + 352 + 979	1,851.00	SQ FT
Existing Garage .	Carport	150.00	SQ FT
Other Structure(s)	Laundry 100 - SQ FT + 54.00 storage	154.00	" "
Proposed Structure	Recreation Building	1,322.00	" "

**Floor Area**

Maximum Allowable Floor Area	8,430.00	SQ FT
Existing Floor Area	2,005.00	" "
Proposed Floor Area	3,327.00	" "

**Permissible Lot Coverage**

Permitted Lot Coverage	14,183. - X 55%	7,800.65	SQ FT
Existing Lot Coverage		2,862.00	" "
Proposed Lot Coverage		3,210.00	SQ FT

- |   |  |
|---|--|
| 1 - Three dwelling units 1,851.00 SQ FT   | 5 - Back entry (A) = 6.5 X 10 = 65.00 SQ FT  |
| 2 - Laundry + storage 154.00 SQ FT        | 6 - Front entry unit (C) 6.5 X 8 = 52.00 " " |
| 3 - Covered Carport 150.00 " "            | 7 - Recreation Building = 868.00             |
| 4 - Front entry unit (A) 14.0 X 5 = 70.00 |  |



**Front Yard Setback**

Required . . . . . 25.00 FT

Existing . . . . . 27.00 Carport

Proposed . . . . . Same

PLANNING APPLICATION  
 RECEIVED  
 OCT 24 2016  
 CITY OF CHERRY HILLS  
 PLANNING DEPARTMENT

**Side Yard Setbacks**

Required . . . . . 10.0 for one story 15.0 for 2 story

Existing . East side/Carport 10.0 ft storage 6.0" & unit #B 6.0"

Proposed . . . . . 7.0"

**Rear yard Setback**

Required . . . . . 10.0" one story / 15.0" Two story

Existing . From Building (C) to rear FL 73'-6"

Proposed . . . . . 41'-9"

**Height**

Existing . . . . . 16'-0"

Proposed . one story 12'-6" & Two story 20'-0"

**Parking**

Existing . 520.0 of uncovered + 150.00 Carport one space

Proposed . . . . . \_\_\_\_\_



Any trees, shrubs, or vegetation to be removed?  NO  YES If YES, please describe type and total numbers.

Proposed Landscaping includes:

Any existing structure(s) to be demolished?  NO  YES If YES, please describe structure.

Is the site on the Register of Historic Cultural Landmarks?  NO  YES

Is the site in the Community Redevelopment Area?  NO  YES

Will the site be graded?  NO  YES

Cubic Yards 3 Cut 6 Fill 3 Import  Export

Will a wall be constructed?  NO  YES

Height  Length  Material



City of Sierra Madre

**ENTRY ONTO PRIVATE LAND**

In the performance of their functions, the members of the Planning Commission and the staff of the City of Sierra

Madre may enter upon my land located at 156 W. HIGHLAND AVE, SIERRA MADRE  
CA 91024

and make examinations provided that the entries and examinations do not interfere with the use of the land by

those persons lawfully entitled to the possession thereof.

Signature of Land Owner

7/30/15

Date

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JUL 30 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING



FILED  
CITY OF SIERRA MADRE

SEP 1 2015

PLANNING & BUILDING  
CITY OF SIERRA MADRE

City of Sierra Madre

OWNER'S AFFIDAVIT

I am the owner of the property located at 156 W. HIGHLAND AVE, SIERRA MADRE CA 91024

I have read the foregoing application for the planning permits and know the contents thereof and give the City of Sierra Madre permission to process such permits.

I certify under penalty of perjury that the foregoing is true and correct.

*Steve Salisjan*

Signature

**CERTIFICATE  
ATTACHED**

Please print:

Name

STEVE SALISJAN

Address

158 W. HIGHLAND AVE

SIERRA MADRE CA 91024

Telephone

626-253-0045

**PLEASE NOTE: THE ABOVE SIGNATURE MUST BE NOTARIZED.**

RECEIVED

JUL 30 2015

CITY OF SIERRA MADRE  
PLANNING DEPARTMENT

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

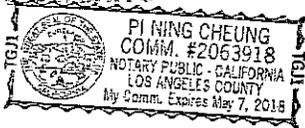
State of California )  
County of LOS ANGELES )  
On JULY 30, 2015 before me, PI-NING CHEUNG - NOTARY PUBLIC  
Date Here Insert Name and Title of the Officer  
personally appeared STEVE SALISIAN  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

166, 30 2015  
OFFICE OF VERA MADRE  
PLANNING & BUILDING



Signature [Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document PLANNING APPLICATION FORM  
Title or Type of Document: OWNERS AFFIDAVIT Document Date: \_\_\_\_\_  
Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

166, 30 2015  
OFFICE OF VERA MADRE  
PLANNING & BUILDING



City of Sierra Madre

**OWNERSHIP LIST**

I, Samir A. Guirguis, hereby certify that the attached list contains the Names, Complete Addresses, and Zip Codes of all persons to whom all property is assessed as they appear on the LATEST AVAILABLE ASSESSMENT ROLL OF THE LOS ANGELES COUNTY ASSESSOR\*, within the area described and for a distance of three hundred (300) feet from the exterior boundaries of the property described as:

Legal Description:

Address: - 156 W. Highland Ave Sierra Madre 91024

-----

-----

Assessor's Pin: 5767 - 021 - 029

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature [Handwritten Signature]

8/31/15

**PLEASE NOTE: THE ABOVE SIGNATURE MUST BE NOTARIZED.**

**CERTIFICATE ATTACHED**

\*Ownership information from other sources is not acceptable. Ownership roles may only be used for six months.

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SEP 11 2015

CITY OF SIERRA MADRE

PLANNING DEPARTMENT

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

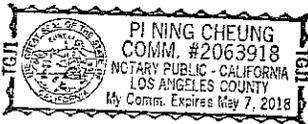
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of LOS ANGELES )  
On AUGUST 31, 2015 before me, PI NING CHEUNG - NOTARY PUBLIC,  
Date Here Insert Name and Title of the Officer  
personally appeared SAMIR A. GUIRGIS  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: OWNERS LIST Document Date: AUG 31, 2015  
Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

SEP 31 2015

NOTARY PUBLIC  
LOS ANGELES COUNTY

Dear City Planning Rep;

**Subject: Property at Highland Ave., Sierra Madre, CA 91024**

This is in response to your request. You asked that we provide a written statement explaining the property at Highland Ave., existing structures and use.

The subject property has five structures with three different mailing addresses as follows:

- Building A, that is at 156 W. Highland Ave., is a single story dwelling unit with total floor area of 979 sq. ft. The building consists of two bedrooms, one bathroom, a kitchen, and a small living and a dining room.
- Building B, that is at 158 W. Highland Ave., is a single one story dwelling unit with total floor area of 520 sq. ft. The building consists of one bedroom, one bathroom, a kitchen and a small living and dining area. It also has a patio in the front and another one in rear.
- Building C, that is at 160 W. Highland Ave., is a single one story dwelling unit with total floor area of 352 sq. ft. The building consists of one bedroom, one bathroom, kitchenette and a very small living space. It also has a private patio at the rear end.
- Building D, that has no address number, is a two story recreation and exercise building. The first floor area is 868 sq. ft. and the second floor area is 454 sq. ft.

The interior of building D is an open space, with no inside walls or dividers, with a bathroom on each floor and no kitchen. This is a new building with fine finishing inside and outside that matches the other three buildings' finishing. It also has an outdoor open patio at the rear end. The function of this building is mainly to serve and support the other three dwelling units that don't have sufficient family or activities space. Building A, B, and C are occupied with three related families and Building D is being developed to assist and provide adequate space for the three families' activities and events together. (The building was 203 sq. ft. before the addition of 1119 sq. ft. to bring to the current square footage to 1322 sq. ft.)

The property also has a 100 sq. ft. laundry room that is currently utilized by the three families at buildings A, B, and C. In addition, it has a 54 sq. ft. storage space that is also used by all the three families.

Finally, the owner hereby is committed to building and maintaining good relationships with all of his neighbors. In developing Building D, he had made all the efforts to take into account the perspectives of his neighbors and to address their concerns that they may have.

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CITY OF SIERRA MADRE  
PLANNING DEPARTMENT  
JUL 28 2006

88-00215  
CITY OF SIERRA MADRE  
PLANNING DEPARTMENT

## Reason to Keep Essential Bathrooms

The Salisian family is asking the City of Sierra Madre to please allow us to keep the bathrooms in our new Recreation and Exercise Building. Our property didn't have adequate restroom facilities in the existing units to serve our needs. It wasn't possible to add any bathroom space to the existing dwellings without exceeding setbacks and distances between buildings. We created these restrooms to be comfortable as a family group. The proposed Recreation Room will never be a living area, but it will serve the existing 3 dwelling units. Our family was longing for additional bathroom facilities for the extended family use including our Grandparents. If approved, the Recreation Room bathroom facilities will meet the needs of our entire family. If not permitted, our entire property will be without a single guest bathroom. These proposed bathrooms are already installed and ready for use today. Please allow us to permit these facilities to service our growing family needs for today and in the future as we build our family.

### List of Existing Building Restrooms

**Unit A** has only 1 small bathroom and no guest bathroom. It's become an issue as we have too many people sharing one bathroom. With Jennifer and Robert Salisian, plus two young children Sofia (2 years) and Wyatt (4 months), and the 4 Grandparents visiting daily, there isn't enough bathroom space for the growing family.

Currently, we have the play area for the children in the kitchen area which isn't a safe place for children to play (*See the photo labeled "current play area."*)

We need the recreation room for exercise, sitting together, and also for the guests to have usage of restroom facilities. The bathtub specifically is needed for bathing/cleaning the babies and children after using the "play room" and also going outside in the yard. Lastly, these restrooms are essential for our Grandparents to use when they visit.

**Unit B** has only a 25 sq. ft bathroom with no counter space and with no bathtub. See attached photos labeled "*existing bathroom.*" There isn't any bathtub for washing the baby, so we need to walk next door and share the tub with the main house unit "A." There is no family room, no dining room, and this unit is very small.

**Unit C** has a small 55 sq. ft bathroom with no bathtub. These small buildings don't have any space for the addition of a bathtub. With 4 Grandparents sharing the baby sitting duties, and staying on the property through the week, it's become a necessity to expand our recreation area and bathroom space.

RECEIVED

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CITY OF SIERRA MADRE  
PLANNING & BUILDING

156 W. HIGHLAND AVE  
CURRENT PLAY AREA

UNIT A



"PLAY AREA" IS BETWEEN KITCHEN AND LIVING ROOM  
NOT SAFE IN TRAFFIC AREA / TOO CLOSE TO KITCHEN!

UNIT A



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SIERRA MADRE  
PLANNING & BUILDING

"LIVING ROOM" - SMALL NOT ENOUGH FAMILY SPACE  
- SHARED WITH TOYS BECAUSE HOUSE IS TOO SMALL

UNIT A

156 W. HIGHLAND  
CURRENT FAMILY ROOM



ANGLE 1 - TOO SMALL FOR OUR FAMILY

UNIT A

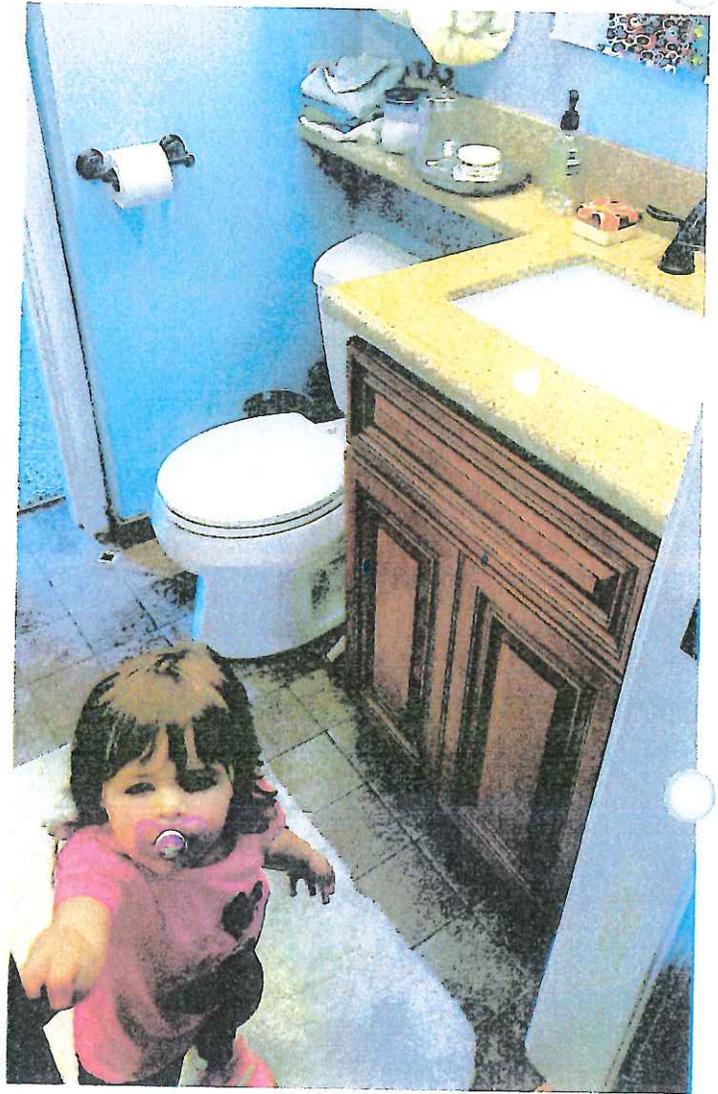
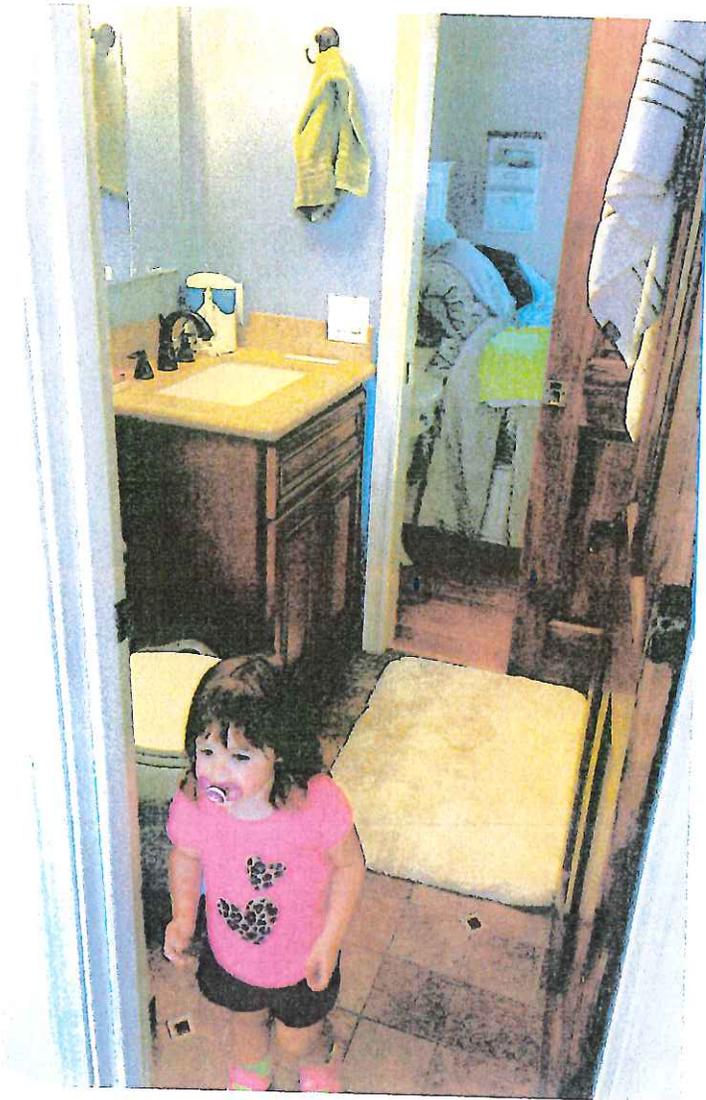


ANGLE 2 - TOO SMALL FOR OUR FAMILY

SEP 01 2015  
CITY OF SIERRA MADRE  
PLANNING & BUILDING

UNIT B

158 W. HIGHLAND AVE  
EXISTING BATHROOM



- 25 SQ FT BATHROOM - "MASTER BATH"
- NO BATHTUB FOR WASHING CHILDREN
- NO GUEST BATH
- DIRECT ACCESS TO BEDROOM
- NO PRIVACY
- NOT EXPANDABLE

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PLANNING & BUILDING



FRONT DRIVEWAY - 156 W. HIGHLAND AVE  
MAILBOX (3) 158 W. HIGHLAND AVE  
160 W. HIGHLAND AVE

**RECEIVED**

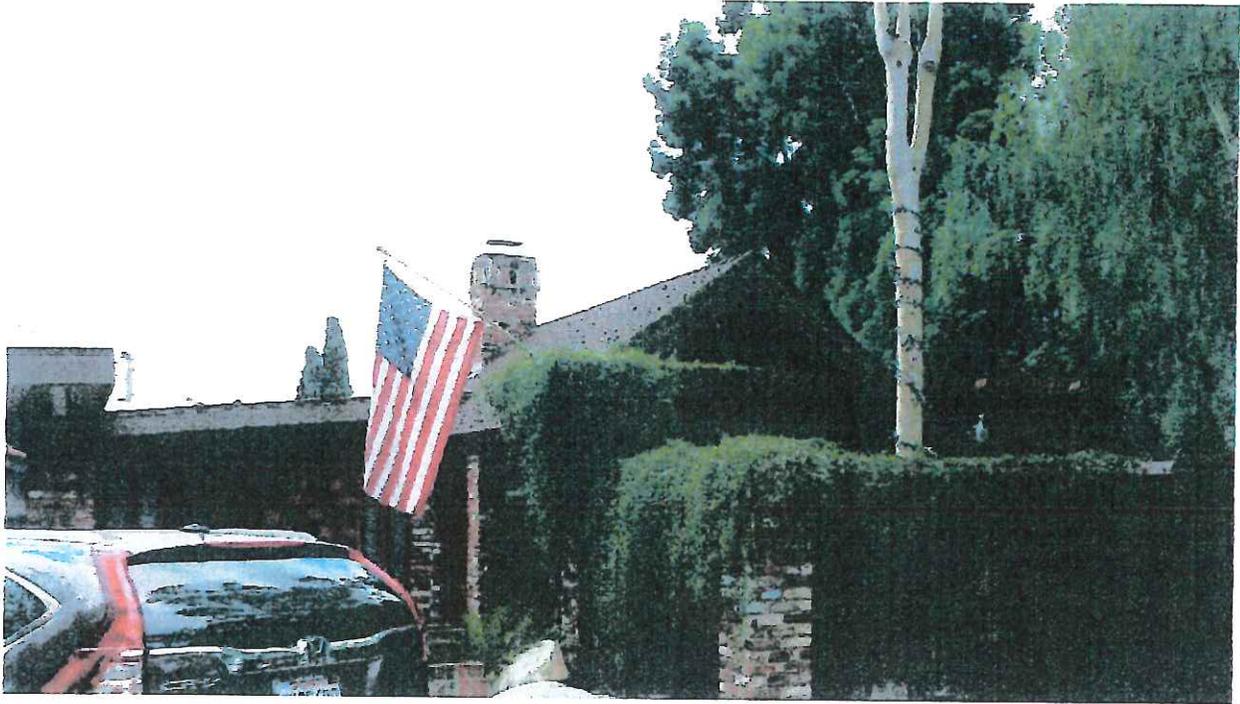
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CITY OF SIERRA MADRE  
PLANNING & BUILDING

**RECEIVED**

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CITY OF SIERRA MADRE  
PLANNING & BUILDING



FRONT VIEW

"A" DWELLING UNIT

Street view

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PLANNING & BUILDING

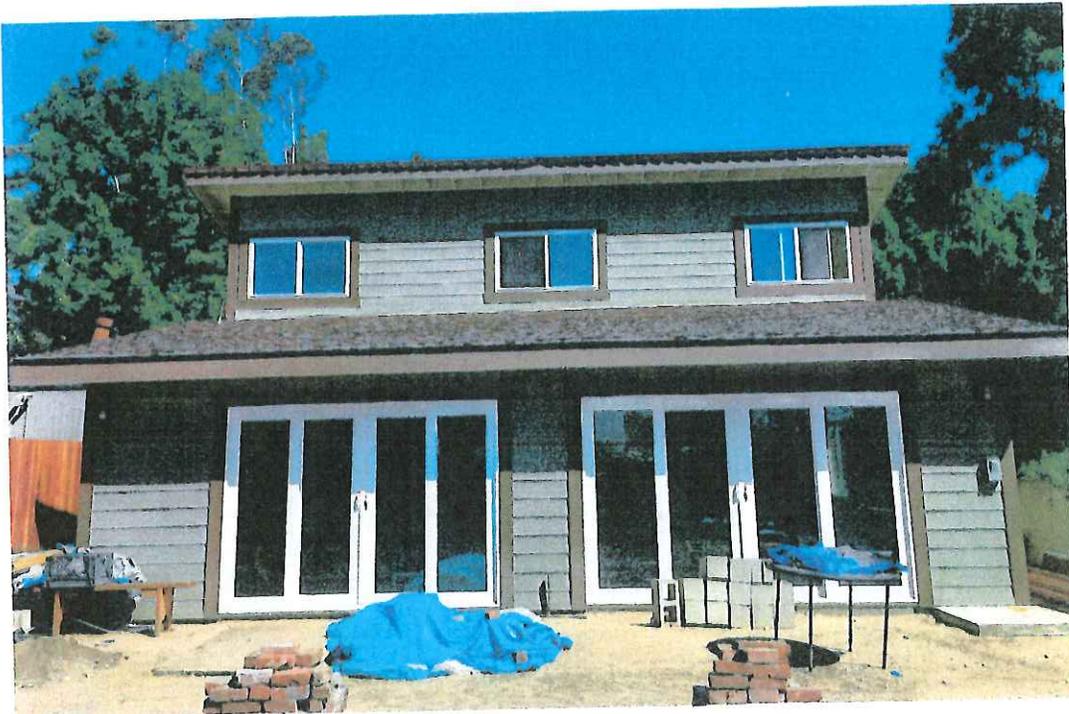
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CITY OF SIERRA MADRE  
PLANNING & BUILDING

BLDG D

SOUTH ELEVATION  
RECREATION ROOM



SOUTH FACING - MAIN VIEW

BLDG D



SOUTH FACING - MAIN VIEW  
- PATIO DIMENSION

RECEIVED

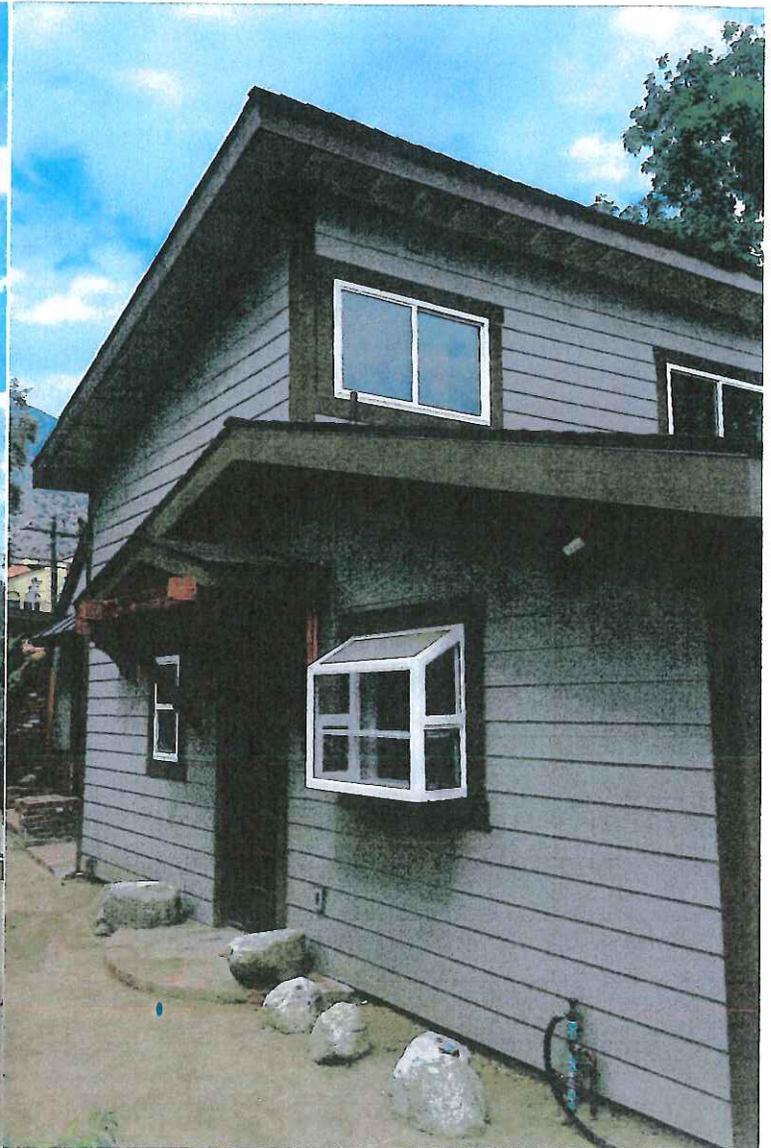
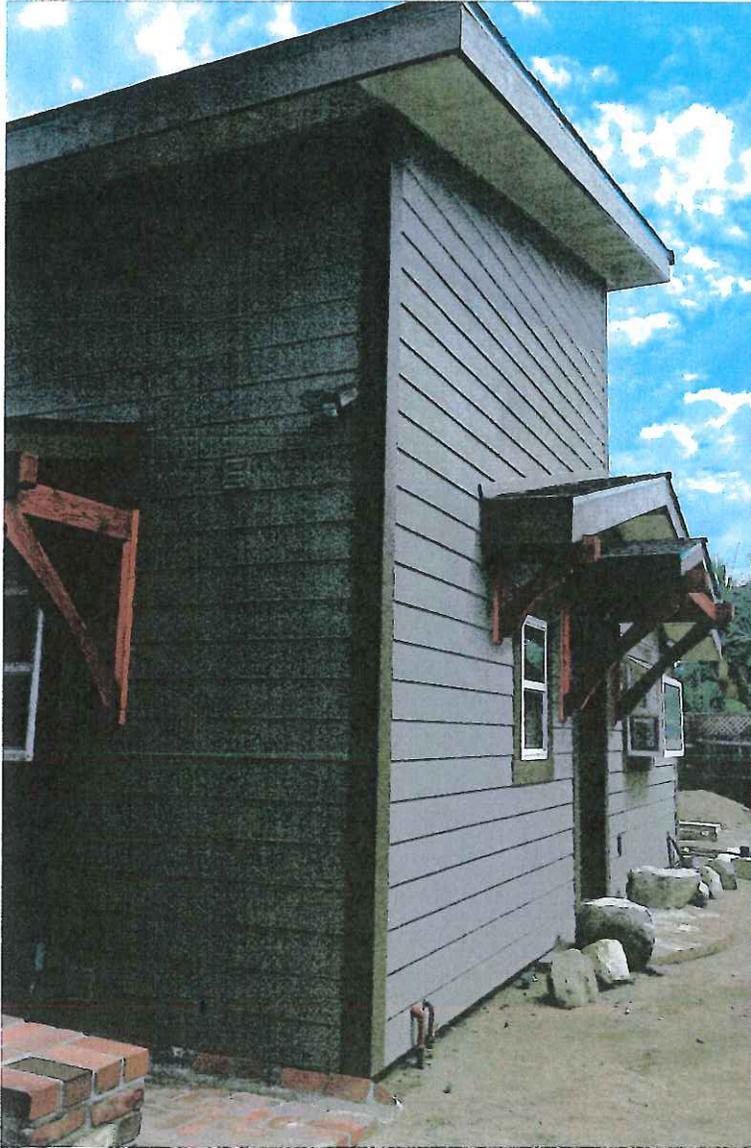
SEP 01 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING

ELEVATION WEST

NORTH-WEST WALL

WEST WALL - MAIN ENTRY



RECREATION ROOM

- MAIN ENTRY DOOR
- BRICK ENTRY & DETAILS

RECEIVED

SEP 01 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING



①

COMMON AREAS  
AND WALK WAY  
FACING TOWARD  
RECREATION ROOM



②

NORTH FACING WALL  
OF RECREATION ROOM  
- SHOWS NORTH WALL

RECEIVED

SEP 01 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING



BLOG "D" - ACCESSORY STRUCTURE  
VIEW - S → NE

RECEIVED

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CITY OF SIERRA MADRE  
PLANNING & BUILDING

RECEIVED

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CITY OF SIERRA MADRE  
PLANNING & BUILDING



160 W. HIGHLAND  
REAR ENCLOSED YARD FENCE  
VIEW S → N

~~XXXXXXXXXX~~ "C" DWELLING UNIT

RECEIVED

JUL 30 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING

RECEIVED

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CITY OF SIERRA MADRE  
PLANNING & BUILDING



"C" DWELLING UNIT 160 W. HIGHLAND AVE  
VIEW E → W  
EAST SIDE OF BLDG

RECEIVED

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PLANNING & BUILDING

RECEIVED

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① "D" ACCESSORY STRUCTURE

NORTH FACING WALL

VIEW E → W

RIGHT SIDE BLDG IS "LAUNDRY ROOM" EXISTING BLDG.

RECEIVED

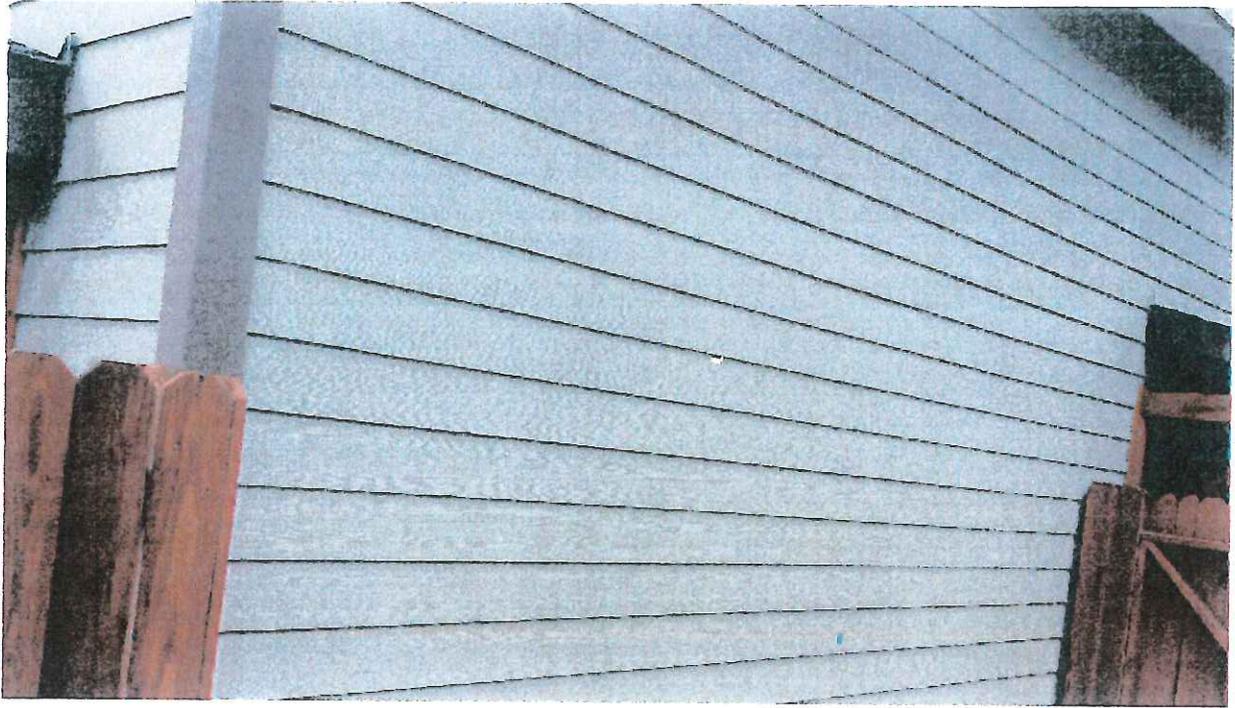
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PLANNING & BUILDING

RECEIVED

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CITY OF SIERRA MADRE  
PLANNING & BUILDING



(D) Accessory BLDG  
NORTH FACING WALL  
VIEW N → SE

RECEIVED

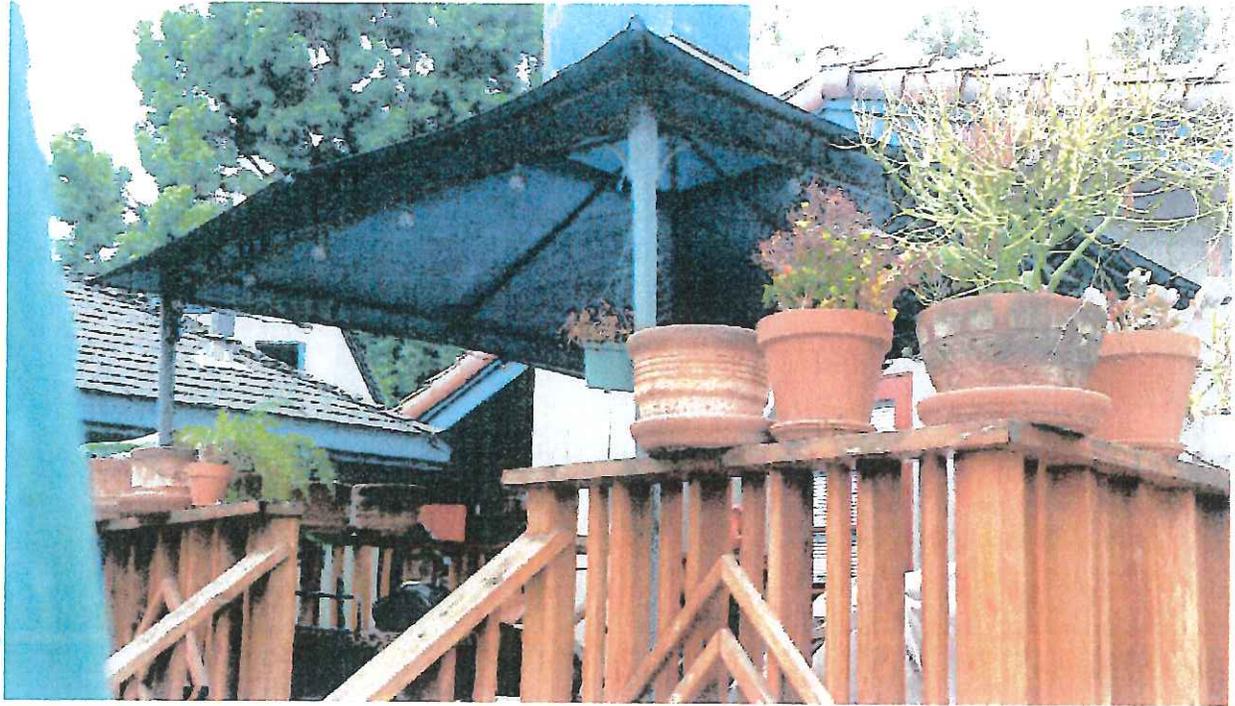
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PLANNING & BUILDING

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CITY OF SIERRA MADRE  
PLANNING & BUILDING



"B" DWELLING UNIT  
PATIO AREA  
VIEW SE → NW

158 W. HIGHLAND AVE

RECEIVED

JUL 30 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING

RECEIVED

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CITY OF SIERRA MADRE  
PLANNING & BUILDING



④ Accessory Bldg  
VIEW N → S

- NORTH EAST SIDE BLDG.  
- PATIO IS UNIT "B"

RECEIVED

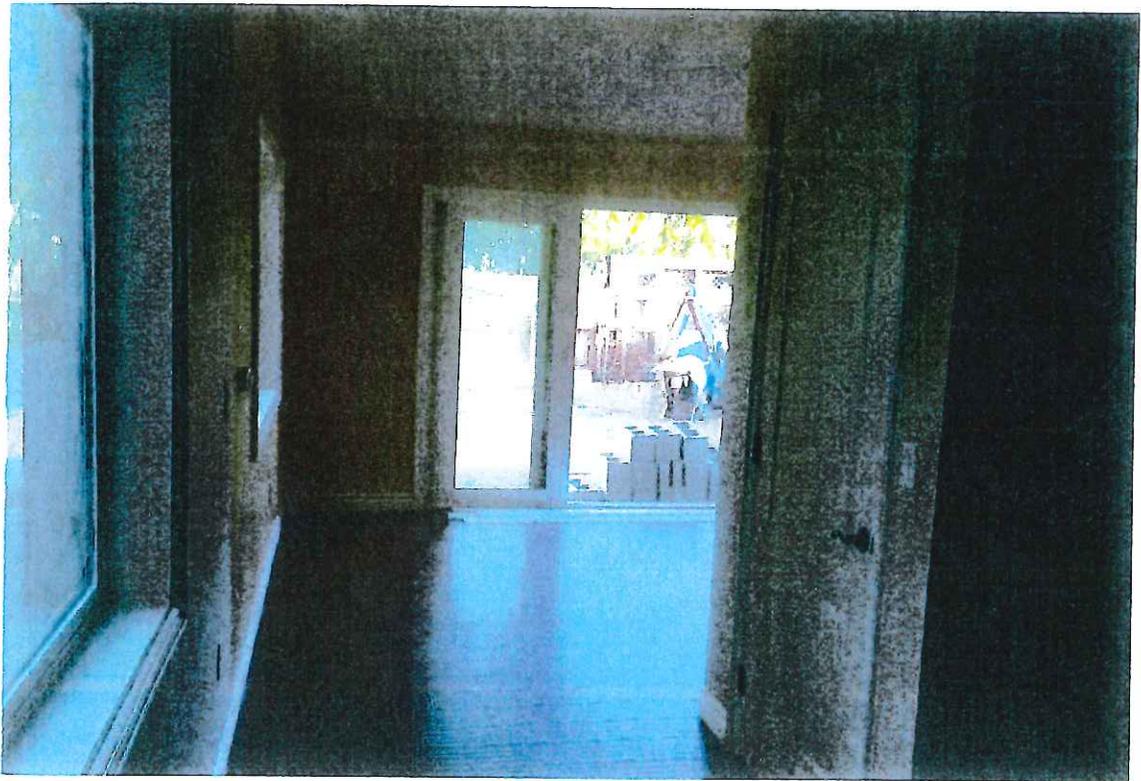
JUL 30 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING

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CITY OF SIERRA MADRE  
PLANNING & BUILDING



① Accessory - Looking N → S  
- Floor 1



① Accessory - Looking E → W  
- Floor 1  
- North Room - East Side

RECEIVED

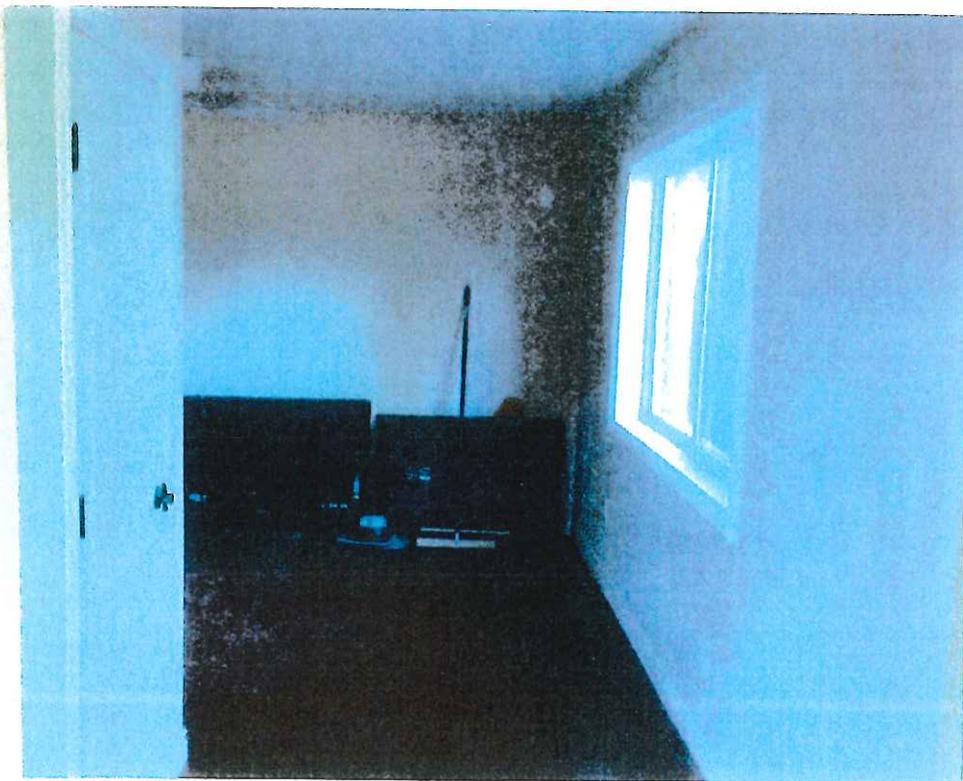
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CITY OF SIERRA MADRE  
PLANNING & BUILDING

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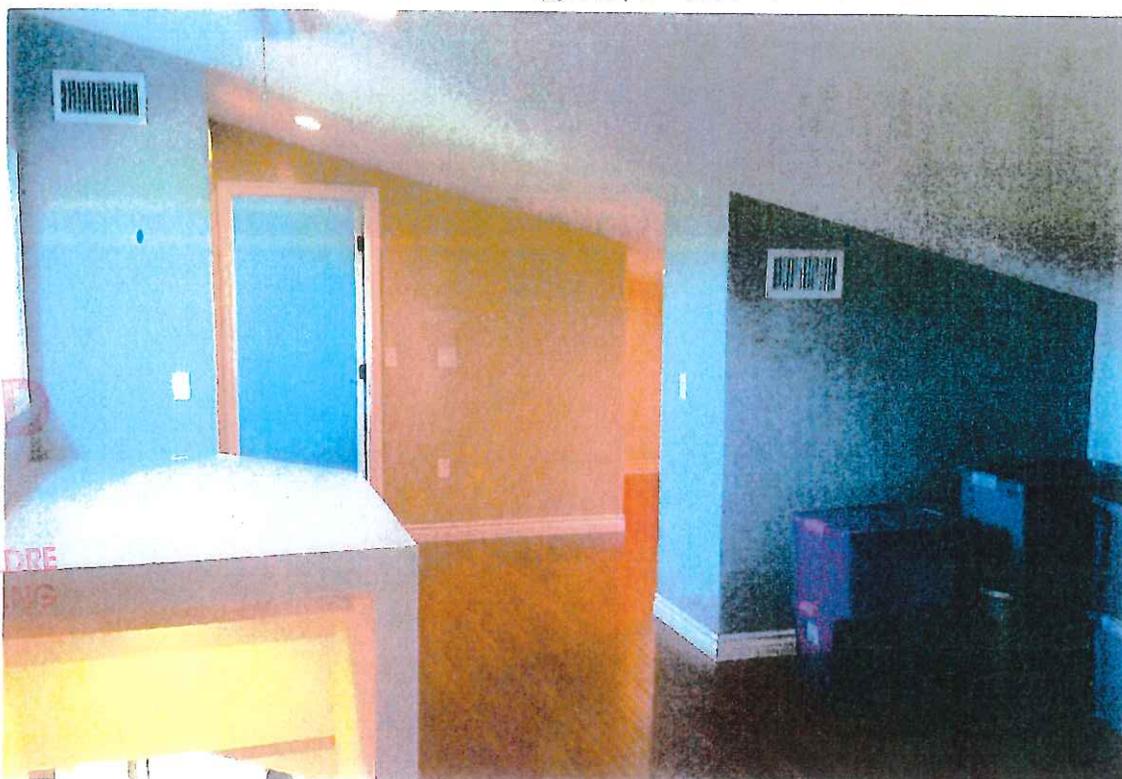
JUL 30 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING



① Accessory

- Looking S → N  
- Floor 1  
- North Room - East Side



① Accessory

- Looking E → W  
- Floor 2

RECEIVED

JUL 30 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING

RECEIVED

SEP 01 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING



① Accessory

- NE → SW  
- FLOOR 2

GAME ROOM

RECEIVED



① Accessory

- SE → NW  
- FLOOR 2

STORAGE AREA

JUL 30 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING

RECEIVED

SEP 01 2015

CITY OF SIERRA MADRE  
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① Accessory

- E → W  
- FLOOR 1

- SOUTH ROOM  
- EXERCISE ROOM

RECEIVED

JUL 30 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING



RECEIVED  
SEP 01 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING

① Accessory

- S → N VIEW  
- WEST AREA FLOOR 1

- ENTRY

# FUTURE RECREATION ROOM



FULLY LANDSCAPED AREA COMPLETE WITH ;  
PATIO AREA - LARGE  
VEGETABLE GARDEN  
BUNSAI TREE AREA  
JUNGLE GYM / SPORTS AREA  
LANDSCAPE TREES WITH SHADE  
IRRIGATION AND DRIP LINES FOR PLANTS  
CATCH BASINS FOR RAIN RUNOFF

RECEIVED

SEP 01 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING



# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: February 9, 2016

**SUBJECT: CONSIDERATION OF RESOLUTION 16-02, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE ESTABLISHING FEES FOR CITY PLAN CHECK, PERMITTING, AND INSPECTION SERVICES FOR WATER EFFICIENT LANDSCAPES FOR FISCAL YEAR 2015-2016.**

### SUMMARY

Staff recommends that the City Council hold a Public Hearing and adopt Resolution 16-02, setting plan check, permit, and inspection fees in conjunction with the Water Efficient Landscape Ordinance adopted January 26<sup>th</sup>, 2016.

### ANALYSIS

On January 26<sup>th</sup> the City Council adopted Ordinance 1374 replacing the previous Water Efficient Landscape Ordinance (WELO) with a new WELO designed to be consistent with the State's 2015 Model Water Efficient Landscape Ordinance. In order to implement the new ordinance, it is necessary to establish a fee for the review and approval of the plans that will be required for each project and a fee to cover permit issuance and field inspection of the project to ensure compliance with the approved plan.

Resolution 16-02 establishes the fees to cover the necessary city services relative to each project. Those fees are as follows:

Water Efficient Landscape Plan Check Fee ..... \$399.00  
(Includes 3 Plan reviews. Additional reviews, if required, will be charged at hourly rate of \$205.00.)

Landscape Permit and Inspection Fee..... \$299.00

The Director of Public Works reviews each project submittal that comes in to the Planning and Community Preservation Department to determine whether the project meets the thresholds for Low Impact Development and Water Efficient Landscape, and whether there are project impacts on protected trees. If a determination is made that the WELO applies to the project, then the project applicant is advised accordingly. Landscape plans are then submitted to the Planning and Community Preservation Department. Plan check and inspection services relative to the WELO are provided by Willdan.

### **FINANCIAL**

The proposed fees are consistent with other fees assessed for plan check, permitting and inspection for building construction. Building plan check fees range from \$399 to \$2,065 depending on project valuation. Staff recommends setting the plan check fees relative to the WELO at a flat rate equivalent to the least expensive building plan review as a means of encouraging installation of water-conserving landscape.

Permit and inspection fees for plumbing, electrical, and mechanical are also based on a graduated scale (\$210-\$1,145) based on the number of fixtures proposed. Staff is recommending the second lowest fee increment, or \$299 for permitting and inspection of landscaping. This permit requires a second inspection 12 months after project completion in order to ensure that the landscaping is being maintained properly, hence the selection of the second lowest increment in permit fees.

### **ALTERNATIVES**

1. City Council may adopt Resolution 16-02 as written, amending the FY 2015-16 Fee Schedule by adding the fees stated in the Resolution.
2. City Council may choose not to amend the Fee Schedule as proposed and direct staff to modify Resolution 16-02 to show different fee amounts.
3. City Council may choose not to approve an amendment to the Fee Schedule and provide staff with direction.

### **PUBLIC NOTICE PROCESS**

This item has been noticed through the regular agenda notification process. In addition, this item was noticed as a Public hearing in the local adjudicated newspaper, Mountain Views News, on Saturday January 30, 2016. Copies of the report are available via the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), at the City Hall public counter, and the Sierra Madre Public Library.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council hold a Public Hearing and adopt Resolution 16-02, setting plan check, permit, and inspection fees in conjunction with the Water Efficient Landscape Ordinance adopted January 26<sup>th</sup>, 2016.

Attachment: Resolution 16-02

**RESOLUTION 16-02**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE**  
**ESTABLISHING FEES FOR CITY PLAN CHECK, PERMITTING, AND**  
**INSPECTION SERVICES FOR WATER EFFICIENT LANDSCAPES FOR**  
**FISCAL YEAR 2015-2016.**

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

**WHEREAS**, the City of Sierra Madre has conducted an analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

**WHEREAS**, the City wishes to comply with both the letter and the spirit of Article XIII-B of the California Constitution and limit the growth of taxes; and

**WHEREAS**, the City desires to establish a policy of recovering the full costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

**WHEREAS**, heretofore, the City Council adopted Ordinance No. 1058 on the 14<sup>th</sup> day of November, 1989 (SMMC Section 3.20.040 – Fees and charges schedule) establishing its policy as to the recovery of costs and more particularly the percentage of costs reasonably borne to be recovered from users of City services and directing staff as to the methodology for implementing said Ordinance; and

**WHEREAS**, notice of public hearing has been provided per Government Code Section 66016, oral and written presentations made and received, and the required public hearing held; and

**WHEREAS**, a schedule of fees and charges to be paid by those requesting such special services need be adopted so that the City might carry into effect its policies; and

**WHEREAS**, it is the intention of the City Council to develop a schedule of fees for plan check, permitting and inspection services relative to water efficient landscapes based on the City's budgeted and projected costs reasonably borne from the Fiscal Year beginning July 1, 2015; and

**WHEREAS**, pursuant to California Government Code Section 66016 a general explanation of the hereinafter contained schedule of fees and charges has been noticed as required; and

**WHEREAS**, the proposed fees are in accordance with Article XIII-B of the Constitution of the State of California; and

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1. Fee Schedule.** The following fees and charges are hereby incorporated into the FY 2015-2016 Fee Schedule;

Water Efficient Landscape Plan Check Fee.....\$399.00  
(Includes 3 Plan reviews. Additional reviews, if required, will be charged at hourly rate of \$205.00.)

Landscape Permit and Inspection Fee..... \$299.00

**SECTION 2. Separate Fee for Each Process.** All fees set by this Resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per-unit of measurement basis the fee is for each identified unit or portion thereof within the indicated ranges of such units.

**SECTION 3. Interpretations.** This Resolution can be interpreted by several different department heads in consultation with the City Manager and, should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

**SECTION 4. Intentions.** It is the intention of the City Council to review the fees and charges as determined and set out herein, based on the City's annual budget and all the City's costs reasonably borne as established at that time and, as and if warranted, to revise such fees and charges based thereon.

**SECTION 5. Constitutionality.** If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

**SECTION 6. Repealer.** All Resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

**SECTION 7. Effective Date.** This Resolution shall go into full force and effect February 9, 2016 through June 30, 2016 (unless specifically listed as calendar year in the fee schedule), but shall be subject to the terms and conditions of the Sierra Madre Municipal Code.

**SECTION 8. Certification.** The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** this 9<sup>th</sup> day of February 2016.

ORIGINAL SIGNED

---

John Capoccia, Mayor,  
City of Sierra Madre, California

I hereby certify that the foregoing Resolution 16-02 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 9<sup>th</sup> day of February 2016 by the following vote:

AYES:

NOES:

ABSENT:

ORIGINAL SIGNED

---

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



# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor Capoccia and Members of the City Council

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

INITIATED BY: Bruce Inman, Director of Public Works *B. Inman*

DATE: February 9, 2016

**SUBJECT: CONSIDERATION OF OPTIONS FOR ACCESSING WATER FROM  
THE MAIN SAN GABRIEL BASIN**

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## **SUMMARY**

The October 20, 2015 Strategic Plan lists as a goal "Restore High Quality Water, Supply and Independence." Under that goal, a stated task is "Recommend to the City Council for Action, Options as an Additional source of Water Supply from the Main San Gabriel Basin." This report provides that recommendation, that the City Council direct staff to proceed with implementation of the Alternative actions 2 and 3 as provided in this report, with highest priority given to Alternative 3, construction of a new well for the City of Sierra Madre in the Main San Gabriel Groundwater Basin.

## **ANALYSIS**

The current drought and resulting decline of the East Raymond Groundwater Basin (ERB) has highlighted a need for the City to diversify its water sources.

### Current Water Cost

This report provides comparative costs of water at point of delivery to the distribution system. As a basis for comparison, the current cost of water is described as follows:

• Average well electric cost per AF	\$92.00
• GAC Treatment Cost per AF	\$40.00
• Chlorine disinfection cost per AF	\$3.50
• Annual well maintenance per AF	\$85.00
<b>Subtotal Pumping and Treatment Cost per AF</b>	<b>\$220.50</b>
• SGVMWD Imported Water Cost per AF	\$181.00*
• MWD Treatment and Wheeling Cost per AF	\$181.00*
<b>Total current water cost</b>	<b>\$582.50</b>

\*Purchase cost of water is \$145.00. Cost shown is adjusted for 80% spreading credit.

Note that the cost of water without imported recharge is \$220.50; this can be considered as the City's base water cost. (Previous staff reports stating lower water cost did not include treatment and well maintenance costs.)

The City is a member of the San Gabriel Valley Municipal Water District (District). The District imports raw (untreated) water from the State Water Project and spreads it in Azusa for recharge of the Main San Gabriel Basin (Main Basin). The City does not have its own direct connection to the Main Basin. A 12-inch diameter emergency connection to Arcadia was constructed using federal funds in November of 2002. Since that time, the City has been able to access its SGVMWD water supply in the Main Basin through use of the Arcadia-Sierra Madre system interconnection. This was done during a brief period when this City's Well 6 was out of service due to VOC contamination. The interconnection provided water to supplement the City's decreased well production. It did not provide for the City's total demand at the time.

Staff has met with City of Arcadia staff and developed the following three options for the City to access its SGVMWD water via a physical connection to the Main Basin. Discussions with Arcadia have been informal and no written agreements or cost proposals have been transmitted between the parties.

#### Alternate 1 - Activate Existing System Interconnection

Activation of the existing system interconnection is the simplest of the three proposed options. This can literally be done at any time with an email to Arcadia city staff by Sierra Madre staff. This is an informal arrangement; there is no formal, binding agreement in place, no agreed upon price for the water, and it cannot provide enough flow (due to system hydraulics) to meet Sierra Madre's entire demand. The interconnection would be subject to shutdown at any time by Arcadia should their own system demand require them to do so. Also, there is no clarity as to where the water we receive is actually coming from. Water from Main Basin and the East Raymond Basin can mix within Arcadia's system; as a result water that Sierra Madre receives from the interconnection could consist of East Raymond Basin water. While Arcadia could balance that ERB production with Main Basin production, there is no instrument to accurately allocate the production between the basins.

As noted above, the informal activation of the system interconnection has successfully served as a stopgap/emergency measure in the past and could be considered as such in the future. In 2002, Arcadia's treatment and wheeling cost was \$165 per AF. Staff has not received quotes from Arcadia regarding the current cost, but assuming increases based on CPI, those costs would be \$217.00. Main Basin Watermaster costs are currently \$35 per acre foot. The overall cost breakdown would thus be:

• Average well electric cost per AF	\$0.00
• GAC Treatment Cost per AF	\$0.00
• Chlorine disinfection cost per AF	\$0.00
• <u>Annual well maintenance per AF</u>	<u>\$0.00</u>
<b>Subtotal Pumping and Treatment Cost per AF</b>	<b>\$0.00</b>

• SGVMWD Imported Water Cost per AF	\$145.00
• Main Basin Watermaster Cost per AF	\$45.00
• <u>Arcadia Treatment and Wheeling Cost per AF</u>	<u>\$217.00</u>
<b>Total current water cost</b>	<b>\$407.00</b>

Alternate 1 provides a source of water for Sierra Madre but it does not provide water independence in that there is no guaranteed water supply. Additionally, Alternate 1 is already in place, with no further implementation action necessary.

Alternate 2 - Share an Existing Well in Main Basin (Camino Real)

Under Alternate 2, Sierra Madre would purchase a percentage share in an existing Arcadia well. While a determination has not been made which well Sierra Madre would purchase a share of, Arcadia's Camino Real #3 well has been frequently mentioned by Arcadia staff as being the likely selection. That well was built with federal assistance in about 2008. The well produced 2,394 acre/feet in 2014-15 according to Watermaster Records.

In the past, staff of the two cities have discussed well-sharing agreements on at least two occasions. In both instances, the cities could not come to agreement. However, at this time there are different staff members at Arcadia who have indicated a willingness to work out an agreement beneficial to both parties. Based on those statements by upper management at Arcadia, Sierra Madre staff supports a renewal of efforts to work out a well-sharing agreement. It is estimated that to implement such an agreement would take about six months.

Alternate 2 would be similar to Alternate 1 in that it would utilize the existing system interconnection to transmit water to Sierra Madre. Use of the interconnection and access to the water would likely be handled in the manner it is now, with a simple email between staff of the two cities. Like Alternate 1 this option would be limited by Arcadia's water system hydraulics in the maximum amount of water it could provide to Sierra Madre. And well maintenance, water treatment, and wheeling costs would be passed on the Sierra Madre, however under a formal agreement there may be a stipulated amount on those costs or an agreed method of cost calculation, which doesn't exist under Alternate 1. This alternate, as a purchased share in a specific Main Basin well would a form of guarantee on water being taken from the Main Basin on Sierra Madre's behalf, although water from ERB and Main basin could still be mixed depending on City of Arcadia system operations. The primary advantage of this alternative over Alternate 1 is that it would guarantee a specific share of a well's annual production.

Alternate 2 this would be a share of an existing well, where the water quantity and quality is known. With the construction of a new well, there is always the possibility that even though pilot wells are often drilled for pre-testing, final water production amounts and water quality may not be what was expected. Further, and especially if Camino Real Well 3 is selected, the initial improvement costs are much lower than construction of a new well, as Sierra Madre would be splitting Arcadia's local match on the federally-

assisted well construction. This would limit Sierra Madre's cost to approximately \$1 million.

Estimated water costs per acre foot under this Alternative are estimated as follows:

• Average well electric cost per AF	\$0.00
• GAC Treatment Cost per AF	\$0.00
• Chlorine disinfection cost per AF	\$0.00
• Annual well maintenance per AF	\$0.00
<b>Subtotal Pumping and Treatment Cost per AF</b>	<b>\$0.00</b>
• SGVMWD Imported Water Cost per AF	\$145.00
• Well Cost (\$1,000,000 over 20 years) per AF	\$26.55
• Main Basin Watermaster cost per AF	\$45.00
• <u>Arcadia Treatment and Wheeling Cost per AF</u>	<u>\$217.00</u>
<b>Estimated total water cost</b>	<b>\$433.55</b>

There are other options under this alternative that may be explored during agreement negotiations. Sierra Madre could propose some arrangement other than purchase of the 50% share which has been discussed with Arcadia, such as a lesser percentage share or even the full share with a leaseback option. (This way Sierra Madre could have full control or the greater water independence that the City Council seeks.) Or Sierra Madre could propose to include the purchase cost in the acre foot cost of the water over a period of years as is shown in the cost estimate above (this would necessitate that the City actually purchase the water each year.)

Currently, the water coming from Arcadia is treated by Arcadia and bypasses Sierra Madre's treatment processes. Thus Sierra Madre does not incur GAC treatment or chlorination costs under those Alternatives in which water is provided through Arcadia's distribution system.

SGVMWD Board member Tom Love and staff have indicated an interest in having the District assist in this sort of arrangement as an option in lieu of their participation in Alternate 3 below.

#### Alternate 3 - Construct New Well in Main Basin

This alternate assumes that a new well would be created within the Main Basin for Sierra Madre's exclusive use. The City has requested assistance from SGVMWD in constructing the well and its appurtenant pipeline to Sierra Madre at an estimated cost of \$6,441,065. This would provide the City with its own direct connection to the imported water supply provided by the District. (In the past, there has been discussion of extending the District's pipeline to Sierra Madre. This option would be more cost effective, utilizing the groundwater basin as the conduit rather than constructing over seven miles of pipeline.)

This alternate would require a well siting study to determine where best to drill a new production well, purchase of land or an easement for well construction, design, environmental review and permitting for the well and appurtenant pipeline, and the construction of the actual infrastructure. This process could take several years, should an appropriate site be located and obtained. There is no guarantee at this early stage of the concept that the production of such a well and hydraulics of the connecting pipeline will provide adequate water to meet Sierra Madre's full demands.

Arcadia has had a well-siting study done, and has had their library site at the intersection of Santa Anita Avenue and Duarte Road identified as a well site. Arcadia staff has indicated the need for a new well and that this may be their next site. Sierra Madre staff has not proposed it yet, but it may be feasible for the well to be constructed by and for Sierra Madre (SGVMWD and federal assistance) and then leased back to Arcadia for their use, as the new well would likely be utilized by Sierra Madre only rarely, due to the relatively high cost of the water as compared to the City's base water cost.

Due to the difference in elevation between the Sierra Madre well field and the Arcadia library well site ( $\pm 275$  feet) and the distance the water would have to be pumped (2.7 miles) it can be anticipated that electricity costs to operate such a well would be considerably higher than the cost to pump from Sierra Madre's wells.

The estimated cost of water via Alternate 3 is shown below. The estimate assumes that untreated Main Basin water is pumped through a Sierra Madre-dedicated pipeline and is treated here. It also assumes no financial assistance from SGVMWD, State Drinking Water grants, or EPA/WRDA. To the extent that external funding can be obtained, the amortized well and main construction costs would be reduced.

• Estimated average well electric cost per AF	\$150.00
• GAC Treatment cost per AF	\$40.00
• Chlorine disinfection cost per AF	\$3.50
• Annual well maintenance per AF	\$85.00
<b>Subtotal Pumping and Treatment cost per AF</b>	<b>\$278.50*</b>
• SGVMWD Imported Water cost per AF	\$145.00
• Main Basin Watermaster cost per AF	\$45.00
• <u>Well and Pipeline cost (\$6,441,065/20 years)</u>	<u>\$171.00</u>
<b>Estimated total water cost</b>	<b>\$639.50</b>

\*Presumably, Sierra Madre's pumping and treatment costs could be similar to those estimated for Arcadia. However, without knowing how Arcadia calculates the cost that is passed on to Sierra Madre, staff has utilized our best estimate as to what our costs would be.

The only Alternate listed that provides for true water independence for Sierra Madre is this third, most costly alternate. Should SGVMWD agree to fund any portion of the

project the overall cost of the water will decrease; likewise if federal funding can be realized from the two cities' existing EPA/WRDA authorization, the cost of the project and resulting cost of the water can be reduced.

### **ENVIRONMENTAL**

Alternates 1 and 2 do not require environmental review. Alternate 3 will require review and permitting from the San Gabriel Main Basin Watermaster; with a CEQA review to be required as a part of that application process. Should federal funding be utilized for the project, NEPA review will be required also.

### **PUBLIC NOTICE PROCESS**

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

### **STAFF RECOMMENDATION**

Staff recommends that that the City Council direct staff to proceed with implementation of the Alternative actions 2 and 3 as provided in this report, with highest priority given to Alternative 3, construction of a new well for the City of Sierra Madre in the Main San Gabriel Groundwater Basin.



# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor and Members of the City Council

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

INITIATED BY: James Carlson, Management Analyst *JC*

DATE: February 9, 2016

**SUBJECT: STRATEGIC PLAN FROM OCTOBER 20, 2015 RETREAT**

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## **SUMMARY**

Receive and file the status report on the October 20, 2015 Strategic Planning Retreat.

## **ANALYSIS**

The City of Sierra Madre's elected leaders and management staff have met and participated in a Strategic Planning process since November of 2006. The most recent session was held on October 20, 2015 at the Youth Activity Center. The retreat was a noticed public meeting that was held from 8:30am to 3:00pm. As provided in the Brown Act, the agenda for this meeting was posted outside City Hall, on the City's website, and at the Youth Activity Center.

Participants of the planning session included members of the City Council, the City Manager, City Department Heads, and members of the public. The workshop included a review of the progress that was made on the previously adopted Strategic Plan Objectives. A summary spreadsheet document is included with this report as Attachment A: "City of Sierra Madre – Strategic Objectives: October 20, 2015 – April 1, 2016."

This retreat also produced updated and new 3-year goals in order to reflect the current challenges and opportunities that the City Council will address into 2018.

Updates to this process will be presented to the City Council for review monthly or as determined by the agenda process. Detailed progress will be outlined in a staff report as well as on the accompanying matrix. This evening's report is the third update on the October 20, 2015 Retreat. Staff will incorporate any comments or adjustments to the matrix as requested.

This report outlines the updated and new six-month objectives that will measure the progress of achieving the new 3-year goals that were identified at the recent Strategic Planning Retreat:

- Restore high quality water, supply, stability and independence
- Achieve financial stability and sustainability
- Update our outdated infrastructure
- Achieve a high level of community education and engagement in governance of the City

Highlights of the Matrix:

- **Restore high quality water, supply, stability, and independence** – The Retreat produced four 6-month objectives for this goal. The final Corrosion Control Plan has been completed as reflected in the previous updates. Staff has added a note to the second objective, and it will be combined with Objective 3. Objective 3 includes a discussion for options on additional sources of water supply as well as regional efforts towards regional stability, and is on this evening's agenda. Finally, the completion of Phase I of the Emergency Water Main Replacement program is on target to be completed by the beginning of April.
- **Achieve financial stability and sustainability** – There are five new 6-month objectives to work towards achieving financial stability and sustainability. The first two objectives have been completed. The presentation of the FY 2014-2015 CAFR has been moved back to 3/8/2016. The remaining objectives are on schedule.
- **Update our outdated infrastructure** – This new 3-year goal includes 3 objectives for the next 6 months. This update reflects the completion of the first objective and a new earlier target date of 3/8/2016 to recommend long-term prioritized list of water system improvements. The Library Facilities Master Plan presentation is on schedule for its March 22<sup>nd</sup> target date.
- **Achieve a high level of community education and engagement in governance of the City.** – Four objectives have been identified to work towards this new 3-year goal. The first objective, which involved the installation of suggestion/question boxes online and at facilities has recently been completed. Staff has indicated that the remaining objectives have new target dates that are beyond this 6-month strategic plan.

Subject: Strategic Plan from October 20, 2015 Retreat

Date: February 9, 2016

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**FINANCIAL REVIEW**

There is no fiscal impact to the City of Sierra Madre resulting from this informational report. Many of the objectives will result in individual agenda reports to the City Council for action or direction and at that time the financial implications, if any will be included.

**PUBLIC NOTICE PROCESS**

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

**STAFF RECOMMENDATION**

Receive and file the status report on the October 20, 2015 Strategic Planning Retreat.

Attachments (1):

Attachment A: Strategic Plan Objectives Matrix; October 20, 2015 – April 1, 2016

**CITY OF SIERRA MADRE    ⚙    STRATEGIC OBJECTIVES**

October 20, 2015 – April 1, 2016

THREE-YEAR GOAL: <b><i>Restore high quality water, supply, stability and independence</i></b>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the October 27, 2015 City Council meeting	Public Works Director and the consultant	Present to the City Council for direction the final Corrosion Control Plan.	<b>X</b>			
2. At the December 8, 2015 City Council meeting and quarterly thereafter	Public Works Director	Present to the City Council a status report on regional efforts to address restoration of high quality water, supply, stability and independence.	<b>X</b>			<b>Note: Interrelated and combined with Objective #3 on a single report.</b>
3. At the February 9, 2016 City Council meeting	Public Works Director, working with the City Council Water Subcommittee	Recommend to the City Council for action options as an additional source of water supply from the San Gabriel Basin.	<b>X</b>			
4. By April 1, 2016	Public Works Director	Complete Phase I of the Emergency Water Main Replacement Program.		<b>X</b>		

THREE-YEAR GOAL: ***Achieve financial stability and sustainability***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 10, 2015 City Council meeting	City Manager and Finance Director, working with Council Member Rachelle Arizmendi and Mayor John Capoccia	Present to the City Council a budget based on a 6% UUT.	X			
2. At the December 8, 2015 City Council meeting	City Manager (lead), Finance Director, Assistant City Manager and the UUT Oversight Committee, working with Council Members John Harabedian and Gene Goss	Present to the City Council for action draft Utility Users Tax (UUT) public education materials.	X			
3. At the January 26, 2016 City Council meeting	Finance Director	Present to the City Council for review the FY 2014-2015 CAFR (Comprehensive Annual Financial Report).			X	<b>New target date: 3/8/2016.</b>
4. At the March 22, 2016 City Council meeting	City Manager	Present to the City Council for action the charge of the Long-Term Financial Stability Committee.		X		
5. At the April 26, 2016 City Council meeting	City Council	Create a Long-Term Financial Stability Committee for operations and infrastructure composed of two City Council members, staff and members of the public to prepare a Long-Term Financial Stability Plan for presentation to the City Council.		X		

THREE-YEAR GOAL: ***Update our outdated infrastructure***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the January 12, 2016 City Council meeting	Public Works Director	Recommend to the City Council for action a list of 9 infrastructure areas to be updated in priority order, including known funding sources.	X			
2. At the March 22, 2016 City Council meeting	Public Works Director	Recommend to the City Council for action a long-term, prioritized list of water system projects, including estimated costs.			X	<b>New target date 3/8/2016.</b>
3. At the March 22, 2016 City Council meeting	Library Director, with input from the Library Facilities Master Plan Committee	Present to the City Council for action a Library Facilities Master Plan with a prioritized list of improvements.		X		

THREE-YEAR GOAL: ***Achieve a high level of community education and engagement in governance of the City***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By January 4, 2016	Assistant City Manager and Public Works Director	Install suggestions/question boxes online and at City facilities for feedback from the public.	X			
2. <b>FUTURE: TBD</b>	Assistant City Manager and City Manager	Bring to the City Council for discussion and direction options for improving communication with the community.			X	<b>Tentative target date: 5/10/2016.</b>
3. <b>FUTURE: TBD</b>	Assistant City Manager and Public Safety Director	Bring to the City Council for action options for electronic message boards and additional banners and locations.			X	<b>Tentative target date: 5/10/2016.</b>
4. <b>FUTURE: TBD</b>	Assistant City Manager and the Mayor, working with the Community Services Manager	Reorganize and invigorate the Mayor's Coordinating Council, including participation by the Mayor.			X	<b>Tentative target date: 7/1/2016.</b>