CITY COUNCIL
MEETING AGENDA PACKET

Tuesday, October 14, 2025
5:30 pm

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

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

AGENDA
SPECIAL MEETING
SIERRA MADRE CITY COUNCIL

Tuesday, October 14, 2025
Closed Session 4:30 pm

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

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

Sue Spears, City Treasurer

PUBLIC COMMENT
The Council will listen to the public on any item on the agenda. Under the Brown Act, the City 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 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.

CLOSED SESSION

CALL TO ORDER/ROLL CALL — Mayor Parkhurst, Mayor Pro Tem Lowe, Council Member Garcia, Council Member Goss, and Council Member Kriebs

PUBLIC COMMENT — Regarding Closed Session Items

RECESS TO CLOSED SESSION REGARDING:

1. **CONFERENCE WITH LABOR NEGOTIATOR**
   (Gov. Code § 54957.6)
   City Negotiator: City Manager Michael Bruckner and Assistant City Manager Miguel Hernandez
   Employee Organization: Sierra Madre Professional Firefighters' Association

2. **CONFERENCE WITH LABOR NEGOTIATOR**
   (Gov. Code § 54957.6)
   City Negotiator: City Manager Michael Bruckner and Assistant City Manager Miguel Hernandez
   Employee Organization: Sierra Madre Professional Firefighters' Association

3. **CONFERENCE WITH LABOR NEGOTIATOR**
   (Gov. Code § 54957.6)
   City Negotiator: City Manager Michael Bruckner and Assistant City Manager Miguel Hernandez
   Employee Organization: Sierra Madre Classified Employees' Association

AGENDA
REGULAR MEETING
SIERRA MADRE CITY COUNCIL

Tuesday, October 14, 2025
5:30 pm

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

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

Sue Spears, City Treasurer

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

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

CODE OF CONDUCT

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

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL
Mayor Robert Parkhurst, Mayor Pro Tem Kristine Lowe, Council Member Edward Garcia, Council Member Gene Goss, Council Member Kelly Kriebs

PLEDGE OF ALLEGIANCE AND INSPIRATION
Council Member Garcia

APPROVAL OF MEETING AGENDA
Vote of the City Council to proceed with City business.

REPORT OUT FROM CLOSED SESSION

City Attorney report from the October 14, 2025 Closed Session.

1. **CONFERENCE WITH LABOR NEGOTIATOR**
   (Gov. Code § 54957.6)
   City Negotiator: City Manager Michael Bruckner and Assistant City Manager Miguel Hernandez
   Employee Organization: Sierra Madre Professional Firefighters' Association

2. **CONFERENCE WITH LABOR NEGOTIATOR**
   (Gov. Code § 54957.6)
   City Negotiator: City Manager Michael Bruckner and Assistant City Manager Miguel Hernandez
   Employee Organization: Sierra Madre Professional Firefighters' Association

3. **CONFERENCE WITH LABOR NEGOTIATOR**
   (Gov. Code § 54957.6)
   City Negotiator: City Manager Michael Bruckner and Assistant City Manager Miguel Hernandez
   Employee Organization: Sierra Madre Classified Employees' Association

APPROVAL OF MEETING MINUTES
Approval of September 23, 2025 City Council Regular Meeting minutes.

APPROVAL FOR READING RESOLUTIONS AND ORDINANCES
Vote of the City Council to read all Ordinances and Resolutions by title only and waive reading in full.

MAYOR AND CITY COUNCIL REPORTS
Reporting of Council Members' activities related to City business.

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

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

Providing Public Comment for Items on the Meeting Agenda

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

Provide Public Comment for Topics not on the Meeting Agenda

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

Providing Public Comment

1. Any person wishing to provide public comment is asked to complete a comment card. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.

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

PRESENTATION

1. SIERRA MADRE POLICE DEPARTMENT REPORTED BEAR ACTIVITY UPDATE

2. PRESENTATION BY KIMLEY-HORN AND ASSOCIATES FOR GENERAL PLAN UPDATES TO OPEN SPACE AND CONSERVATION ELEMENTS

ACTION ITEMS

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

CONSENT

a) CONSIDERATION OF RESOLUTION 25-56 APPROVING CERTAIN DEMANDS

It is recommended that the City Council approve Resolution 25-56 approving payment of City Warrants in the aggregate amount of $457,429.31, Sierra Madre Library Warrants in the aggregate amount of $32,955.16, and Payroll Transfer in the aggregate amount of $642,028.77, for the Fiscal Year ending June 30, 2026.

b) CONSIDERATION OF RESOLUTION 25-57 APPROVING A SETTLEMENT AGREEMENT AND SPECIFIC RELEASE OF CLAIMS WITH THE SIERRA MADRE PROFESSIONAL FIREFIGHTERS ASSOCIATION AND INDIVIDUAL CURRENT EMPLOYEE MEMBERS

It is recommended that the City Council adopt Resolution 25-57 approving $37,141.32 in back payments due to the members of the Sierra Madre Professional Firefighters Association (SMPFA or Association) under both the Fair Labor Standards Act (FLSA) and Memorandum of Understanding (MOU) with SMPFA.

c) OTHER POST EMPLOYMENT BENEFITS (OPEB) FUNDING POLICY COMPLIANCE AND FISCAL YEAR 2025-2026 GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT No. 75 ACTUARIAL VALUATION

It is recommended that the City Council receive and file the Fiscal Year 2025-2026 Governmental Accounting Standards Board Statement No. 75 Actuarial Valuation of the Other Post-Employment Benefits Trust, confirming continued compliance with the City's Pension and Other Post-Employment Benefits Funding Policy.

d) STRATEGIC PLAN UPDATE

It is recommended that the City Council receive and file this informative report.

PUBLIC HEARINGS

1. **ORDINANCE NO. 1486 RELATING TO THE ADOPTION AND AMENDMENTS TO THE 2025 INTERNATIONAL FIRE CODE AND THE 2025 CALIFORNIA FIRE CODE UPDATES**
   It is recommended that the City Council introduce for first reading Ordinance No. 1486 pursuant to the 2025 California Fire Code and 2025 California Wildland Urban Interface Code amendments.

2. **ORDINANCE NO. 1487 AMENDING THE MUNICIPAL CODE TO AMEND AND ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE WITH CERTAIN EXCEPTIONS, MODIFICATIONS AND ADDITIONS**
   It is recommended that the City Council introduce for first reading by title only, recommending adoption of Ordinance No. 1487 pursuant to the 2025 California Building Standards Code amendments.

3. **RESOLUTION 25-58 APPROVING AND AUTHORIZING THE CITY'S PARTICIPATION IN THE PERMANENT LOCAL HOUSING ALLOCATION PROGRAM**
   It is recommended that the City Council adopt Resolution 25-58 to allocate and authorize the City's participation in the Year 5 Permanent Local Housing Allocation (PLHA) Program

DISCUSSION

1. **REPORT, DISCUSSION, AND DIRECTION REGARDING A MEMORANDUM OF UNDERSTANDING WITH PUSD FOR CROSSING GUARD SERVICES**
   It is recommended that the City Council It is recommended that the City Council authorize and direct the City Manager to enter into a memorandum of understanding for a 50/50 cost sharing arrangement with Pasadena Unified School District (PUSD) for crossing guard services.

AVAILABILITY OF AGENDA MATERIALS
Materials related to items on this agenda are available for public inspection on the City's website at sierramadreca.gov.

LIVE BROADCASTS
Regular City Council meetings are broadcast 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 Clerk's office at (626) 355-7135 at least 48 hours prior to the meeting.

ADJOURNMENT
The City Council will adjourn to its Regular Meeting on Tuesday, October 28, 2025.

MINUTES

REGULAR MEETING
SIERRA MADRE CITY COUNCIL

Tuesday, September 23, 2025
5:30 pm

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

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

Sue Spears, City Treasurer

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CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

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

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

Absent: None.

Also Present: Michael Bruckner, City Manager
Aleks Giragosian, City Attorney
Miguel Hernandez, Assistant City Manager
Laura Aguilar, City Clerk
Gustavo Barrientos, Police Chief
Joshua Wolf, Senior Planner
Leila Regan, City Librarian
Arnulfo Yanez, Director of Public Works
James Carlson, Senior Analyst

PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Pro Tem Lowe led the audience in the pledge of allegiance. Afterwards she remarked on the Hispanic Heritage Month and provided a brief history of Sierra Madre.

APPROVAL OF MEETING AGENDA

Vote of the City Council to proceed with City business.

Mayor Parkhurst asked for a motion to amend the agenda or approve as presented.

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

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

REPORT OUT FROM CLOSED SESSION

City Attorney report from the Closed Session.

1) Conference with Legal Counsel; Existing Litigation (Gov. Code 54956.9)(d)(1))
City of Sierra Madre v. Edison International et al. Case No. 25STCV06283

   Council Member Kriebs recused herself from the discussion and vote, citing a work conflict.

   City Attorney Giragosian reported that Council Member Garcia made a motion to execute a conflict waiver.

Council Member Goss seconded the motion.
The motion was put to Council for a vote and was approved 4-0-1 by all Members present.

2) Conference with Legal Counsel; Existing Litigation (Gov. Code 54956.9)(d)(1))
Protect Sierra Madre v. City of Sierra Madre et al. LA County Case No. 24STCP01652

City Attorney Giragosian reported that the City Council received an update; and no reportable action was taken.

3) Conference with Legal Counsel; Existing Litigation (Gov. Code 54956.9)(d)(1))
City of Sierra Madre v. META Platforms, Inc. et al. LA County Case No. 24STCV04913

Council Member Kriebs recused herself from the discussion, citing a work conflict.

City Attorney Giragosian reported that the City Council received an update; and no reportable action was taken.

4) Conference with Legal Counsel; Initiation of Litigation (Gov. Code 54956.9)(d)(4))
Number of Potential Cases: 1

City Attorney Giragosian reported that the City Council received an update. No reportable action was taken.

APPROVAL OF MEETING MINUTES

Approval of September 9, 2025 City Council Regular Meeting minutes.

Mayor Parkhurst sent an e-mail to the City Clerk's Office in advance of the City Council meeting, requesting the following amendments to the September 9, 2025 minutes:

- "*At the conclusion of Council's reports, Mayor Parkhurst opened the forum for public comment on items not on the agenda. City Clerk Aguilar announced that no speaker cards or e-mails had been submitted for items not on the agenda*." Then on page 4 we have 8 people who spoke on items not on the agenda. I think we need to delete the above two sentences.
- Under Presentation, there are incomplete sentences for the presentation on the library and from SCE.
- Water Efficient Landscaping Ordinance – There is an extra semi-colon in the report:

Mayor Parkhurst asked for any additional amendments. Hearing none, he asked for a motion regarding the September 9, 2025 Regular Meeting minutes.

Mayor Pro Tem Lowe made a motion to approve the September 9, 2025 Regular Meeting minutes as amended.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

Mayor Parkhurst then continued the meeting to discuss the reading of resolutions and ordinances.

APPROVAL FOR READING RESOLUTIONS AND ORDINANCES
Vote of the City Council to read all Ordinances and Resolutions by title only and waive reading in full.

Mayor Parkhurst asked for a motion.

Council Member Kriebs made a motion to approve the reading of ordinances and resolutions by title only.

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion to approve the reading of ordinances and resolutions by title only was approved by a unanimous voice vote by all Members present.

MAYOR AND CITY COUNCIL REPORTS
Reporting of Council Members' activities related to City business.

Council Member Kriebs
Attended the Community Services Commission meeting. Staff presented reports on the summer events and announced the upcoming fall events.

Council Member Goss
Attended the September 16 Library Ad-Hoc Committee meeting. He shared that much progress was reported and the Library is beginning to take shape.

On October 18 he attended a meeting with the San Gabriel Valley Council of Governments. At that meeting there was a presentation from Metro on the creation of a police department. The new chief was there and took questions from the audience.

Council Member Goss also reported that he attended the Planning Commission meeting. The Commission discussed a signage policy.

Council Member Garcia
Reported that he attended the September 11 Remembrance ceremony at the Sierra Madre Fire Department.

He also reported that he attended a meeting of the Ad Hoc Revenue Committee meeting; City Manager Bruckner gave a detailed presentation on the City’s budget, including a history of the budget and revenues and expenditures.

Mayor Pro Tem Lowe
Reported that she attended a meeting on September 9, 2025 on Building Fire Adapted Communities,

put on by the Institution by Local Government. They discussed how fire science has changed.

On September 11 she attended the 9/11 Remembrance ceremony at the Sierra Madre Fire Station.

On September 20 she attended the first Latino Heritage Fiesta; on September 22 she attended a meeting of the Library Board of Trustees.
Mayor Pro Tem Lowe also announced that the Library Foundation has raised $40,000 for Furniture, Fixtures, and Equipment (FF&E).

Mayor Parkhurst
Reported that he attended the 9/11 Remembrance Memorial service at Sierra Madre Fire Department.
Mayor Parkhurst also reported that he attended the Revenue Committee Ad-Hoc meeting on September 11, 2025.
On September 15 he attended briefly the Community Services Commission meeting. There were two presentations from Eagle Scouts on their projects at Mt. Wilson Trail Park.

The September 17 Natural Resources Commission meeting was cancelled and rescheduled to October 1, 2025.
On October 20, Mayor Parkhurst attended the Celebration of the Young Child at Brookside Park in Pasadena. He was invited to attend by Pasadena's Mayor Victor Gordo.
On October 20 Mayor Parkhurst attended the first Latino Heritage Festival.
He also shared that he attended meetings with the Clean Power Alliance. He reported that the Clean Power Alliance discussed Request for Offers for Clean Power.

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Provide Public Comment for Topics not on the Meeting Agenda
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Providing Public Comment
1. Any person wishing to provide public comment is asked to complete a comment card. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.

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

Mayor Parkhurst opened the podium for public comment on items not on the agenda. City Clerk Aguilar announced that one e-mail was received for items not on the agenda from Ashley Bonenfant.

Aguilar announced that five speaker cards had been submitted for items not on the agenda.

1. Marcia Bender: asked three questions: 1) what is the procedure for the public to place an item on the City Council meeting agenda; 2) Does Sierra Madre have a cap on rental rate increases; 3) Would like an explanation of the California Tax Credit Allocation.
2. Leslie Ziff, 229 N. Baldwin Avenue: announced the Charlie Bell Memorial service at Mt. Wilson Trail Park on October 11, 2025 at 10:00 am; and announced the December 6, 2025 as the date for this years Winter Village
3. Pat Alcorn, read the Eaton Fire After Action Report. Expressed her support for a citywide public preparedness campaign
4. Leila Regan, City Librarian, announced upcoming Library events and spoke on Banned Books Week from October 5 through October 11
5. Fire Chief Bartlett shared that the draft Hazard Mitigation Plan is now available for public review.

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

IN MEMORIAM

1. **DAVID LOERA, passed away August 16, 2025**
2. **MARIE SULLIVAN, passed away August 21, 2025**
3. **CHARLIE BELL, passed away September 4, 2025**

PRESENTATION

1. **UPDATE FROM SOUTHERN CALIFORNIA EDISON**
   Southern California Edison Government Relations Manager Connie Turner
2. **SIERRA MADRE POLICE DEPARTMENT REPORTED BEAR ACTIVITY UPDATE**
   Police Chief Barrientos provided the City Council with an update on local bear intrusions and bear-related calls for service.

At the conclusion of the presentations, Mayor Parkhurst moved onto Action Items. City Clerk Aguilar read the following reports:

ACTION ITEMS

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

CONSENT

a) **RESOLUTION 25-53 APPROVING CERTAIN DEMANDS**
It is recommended that the City Council adopt Resolution 25-53 approving payment of City Warrants in the aggregate amount of $940,952.55, Sierra Madre Library Warrants in the aggregate amount of $665,250.76, and Payroll Transfer in the aggregate amount of $579,915.11, for the Fiscal Year ending June 30, 2026.

b) **TRANSMITTAL OF THE FISCAL YEAR 2025-2026 BUDGET BOOK**
It is recommended that the City Council receive and file this informative report.

c) **RESOLUTION 25-54 AMENDING THE FISCAL YEAR 2025-26 ADMINISTRATION INTERNAL SERVICE FUND BUDGET AUTHORIZING A SUPPLEMENTAL APPRORPRIATION TO THE FINANCE DEPARTMENT IN THE AMOUNT OF $58,000 OFFSET BY A REDUCTION IN THE ADMINISTRATION INTERNAL SERVICE FUND BALANCE FOR FINANCIAL POLICY ADVISORY SERVICES; AND PROFESSIONAL SERVICES AGREEMENT WITH HUE C. QUACH FOR FINANCIAL POLICY AND PROCEDURE DEVELOPMENT IN AN AMOUNT NOT TO EXCEED $58,000**
It is recommended that the City Council adopt Resolution 25-54 and approve a Professional Services Agreement with Hue C. Quach in an amount not to exceed $58,000.

d) **PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR GENERAL PLAN UPDATES TO OPEN SPACE AND CONSERVATION ELEMENTS IN AN AMOUNT NOT TO EXCEED $155,000**
It is recommended that the City Council approve the Professional Services Agreement with Kimley-Horn and Associates, Inc. in an amount not to exceed $155,000; and authorize the City Manager to execute the agreement in a form acceptable to the City Attorney.

e) **ORDINANCE No. 1467 AMENDING CHAPTER 9.32 (NOISE) OF TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE) AND CHAPTER 8.40 (LANDSCAPING EQUIPMENT) OF TITLE 8 (HEALTH AND SAFETY) OF THE SIERRA MADRE MUNICIPAL CODE**
It is recommended the City Council conduct its second reading and adopt Ordinance No. 1467 adopting amendments to Chapter 9.32 (Noise) of Title 9 (Public Peace, Morals and Welfare) and Chapter 8.40 (Landscaping Equipment) of Title 8 (Health and Safety) of the Sierra Madre Municipal Code.

f) **RESOLUTION 25-55 REGARDING THE NEW NATIONAL OPIOIDS SETTLEMENT**
It is recommended that the City Council adopt Resolution 25-55 authorizing the City to participate in the National Opioids settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus.

g) **PARTICIPATION IN SOUTHERN CALIFORNIA EDISON'S (SCE) LS-1 OPTION "E" STREETLIGHT CONVERSION PROGRAM**
It is recommended that the City Council approve participation in Southern California Edison's ls-1 Option "E" Streetlight Conversion Program; and authorize the City Manager to execute the agreements on behalf of the City.

At the conclusion of City Clerk Aguilar's report, Mayor Parkhurst brought the matter to the City Council for questions then opened the topic for public comment. City Clerk Aguilar noted for the record that no

e-mails had been received prior to the City Council meeting.

Seeing no one come forward, Mayor Parkhurst closed Public Comment and brought the discussion back to Council.

Council Member Garcia asked a question with regards to Consent Item C and whether or not the proposed Professional Services Agreement sufficiently addressed the Consultant's participation in Cal-PERS. City Attorney offered to replace the proposed Professional Services Agreement with an agreement that addressed any conflicts of interest with Cal-PERS.

Mayor Parkhurst asked the Council for a motion.

Council Member Garcia made a motion to approve Consent A-G with an amendment to the Professional Services Agreement in Consent C.

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

Consent Items Consent A-G were approved as amended by majority voice vote.

DISCUSSION

1. **REPORT, DISCUSSION, AND DIRECTION ON SCHOOL PEDESTRIAN SAFETY ENHANCEMENTS**
   It is recommended that the City Council receive this report and provide direction on next steps to improve traffic and pedestrian safety near Sierra Madre Elementary School, particularly at the intersection of Highland Avenue and Auburn Avenue.

At the conclusion Director Yanez's report, Mayor Parkhurst invited Police Chief to present on law enforcement and public safety options.

At the conclusion of the reports, Mayor Parkhurst brought the matter to the City Council for questions then opened the topic for public comment. City Clerk Aguilar noted for the record that one e-mail had been received prior to the City Council meeting from Ashley Bonenfant.

Seeing no one come forward, Mayor Parkhurst closed Public Comment and brought the discussion back to Council. The City Council discussed the report, choosing to make motions on the separate topics.

Council Member Goss made a motion to approve the Public Works projects for repainting crosswalks, school zone signage, LED stop sign replacements, and In-road pedestrian signs.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

Absent: None.
Abstain: None.

The motion to approve the four listed Public Works projects was approved by a unanimous voice vote by all members present.

Mayor Parkhurst continued the meeting to the next discussion item in the report.

Council Member Goss made a motion to direct the City Manager to obtain quotes for a dedicated police motorcycle and return to a future Council meeting for consideration.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

Mayor Parkhurst then brought the discussion to Council for the matter of crossing guards and exploring a collaborative partnership with Pasadena Unified School District. The City Council provided direction to the City Manager to meet with Pasadena Unified School District representatives to discuss options for addressing student and pedestrian safety issues.

2. **REPORT, DISCUSSION, AND DIRECTION REGARDING THE DOWNTOWN PARKING ENFORCEMENT PILOT PROGRAM**
   It is recommended that the City Council receive the report and provide direction to staff.

Police Sergeant Cadzow presented the report to the City Council.

At the conclusion of Sergent Cadzow's report, Mayor Parkhurst opened the topic for public comment. City Clerk Aguilar noted for the record that two e-mails had been received from Ashley Bonenfant and Ali Everett, respectively, prior to the City Council meeting. One speaker card was received from:

Ron Brandly, 145 S. Lima Street, was not supportive of the pilot program

Seeing no one else come forward, Mayor Parkhurst closed Public Comment and brought the discussion back to Council. The City Council continued their discussion. Hearing no additional discussion from the City Council, Mayor Parkhurst asked for a motion.

Council Member Goss made a motion to authorize the City Manager to do a study, and allocate Business Assessment District funds to cover the cost of the study.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion carried by unanimous voice vote.

Mayor Parkhurst continued the meeting to the next discussion item.

3. **REPORT, DISCUSSION, AND DIRECTION REGARDING THE REPLACEMENT OF THE CITY HALL/PUBLIC SAFETY BUILDING EMERGENCY POWER GENERATOR**
   It is recommended that the City Council receive the report and provide direction to staff.

Public Works Director Yanez presented the report to the City Council. At the conclusion of Director Yanez's report, Mayor Parkhurst brought the matter to the City Council for discussion.

Mayor Parkhurst opened the topic for public comment. City Clerk Aguilar noted for the record that no e-mails had been received. Hearing this, Mayor Parkhurst opened the podium for public comment.

Seeing no one come forward, Mayor Parkhurst closed Public Comment and brought the discussion back to Council. The City Council continued their discussion. Hearing no additional discussion from the City Council, Mayor Parkhurst asked for a motion.

Council Member Goss made a motion to acquire a tier-4 generator

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Pro Tem Lowe, Council Members Garcia, Goss and Kriebs

Noes: Mayor Parkhurst

Absent: None.

Abstain: None.

The motion carried by a vote of 4-1-0-0

Mayor Parkhurst continued the meeting to the next discussion item.

4. **REPORT, DISCUSSION, AND DIRECTION REGARDING THE FORMATION OF A MAJOR SPORTING EVENTS AD HOC COMMITTEE**
   It is recommended that the City Council receive the report and provide direction to staff on the creation of a Major Events Ad Hoc Committee and potential changes to the City's short-term rental ordinances.

Community Services Supervisor Tegart presented the report to the City Council.

At the conclusion of Supervisor Tegart report, Mayor Parkhurst opened the topic for public comment. City Clerk Aguilar noted for the record that one e-mail had been received from Rachelle Arizmendi prior to the City Council meeting.

Seeing no one come forward, Mayor Parkhurst closed Public Comment and brought the discussion

back to Council. The City Council discussed the creation of an add-hoc committee, with appointments by the City Manager. The discussion included appointing Council Member Kriebs as a liaison to the Committee. Hearing no additional discussion from the City Council, Mayor Parkhurst asked for a motion.

Council Member Kriebs moved to empower the City Manager to create a sporting events ad-hoc committee

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion carried by unanimous voice vote.

Mayor Parkhurst continued the meeting, asking Council if they would like to add any items to future meetings.

FUTURE ITEMS

Mayor Parkhurst: a transportation strategy

Council Member Kriebs: asked for an update on the Transportation Sub-Committee and their work on the Dial-A-Ride and Gateway Coach.

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

Council Member made a Goss motion to adjourn the meeting.

Council Member Garcia seconded the motion to adjourn.

Mayor Parkhurst called for a vote of the Council:

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

The motion to adjourn the meeting to the next Regular meeting on October 14, 2025 at this same location was approved by all Members at 8:55 pm.

Minutes taken and typed by:

Laura M. Aguilar
City Clerk

Approved by Council Action:

Robert Parkhurst
Mayor

AVAILABILITY OF AGENDA MATERIALS
Materials related to items on this agenda are available for public inspection on the City's website at sierramadreca.gov.

LIVE BROADCASTS
Regular City Council meetings are broadcast 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 Clerk's office at (626) 355-7135 at least 48 hours prior to the meeting.

ADJOURNMENT: *The City Council will adjourn to its Regular Meeting on Tuesday, October 14, 2025.*

City of Sierra Madre Agenda Report

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

Sue Spears, City Treasurer

TO:	Mayor and City Council
FROM:	Anthony Rainey, Finance Director
REVIEWED BY:	Michael Bruckner, City Manager
DATE:	October 14, 2025
SUBJECT:	**APPROVAL OF WARRANTS FOR PAYMENT**

STAFF RECOMMENDATION

Staff recommends the City Council approve payment of the following:

- **Outstanding Obligated City Warrants**: $457,429.31
- **Outstanding Obligated Sierra Madre Library Warrants**: $32,955.16
- **Payroll Transfer**: $642,028.77

ALTERNATIVES

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

SUMMARY

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

Attachment 1A – Warrant Register Post Date 10/14/25 - provides an aggregated breakdown of the warrants, including descriptions (e.g. categories of payments), amounts, and corresponding fiscal year allocations. Note that the last page It serves as a reference document to support the warrant approvals requested in this report, ensuring transparency and accountability in financial transactions. The attachment includes details on general warrants, utility bills, library warrants, and payroll transfers.

Following Attachment 1A, the *Check Approval Register* provides a comprehensive record of financial disbursements by the City of Sierra Madre, detailing payment transactions, vendor information, and check dates to ensure transparency and accountability. Additionally, the *Payroll Summary Register* outlines payroll disbursements, including total earnings, employer expenses, and overall payroll costs for each pay period. The total payroll expenditure for the most recent pay period (PR #20) for *Date* 9/25/25:

Total Earnings (Salaries) @ $473,376.65 plus *Employer Benefits*[1] @$168,652.12 = *Total* @ $642,028.77,

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

ANALYSIS

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

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

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

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

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

1. **Packet**: Refers to a batch of payment transactions processed together, often linked to a specific date or approval cycle.

2. **Vendor Set**: Identifies the category or group of vendors (e.g., utilities, general, or project-specific).

3. **Vendor Number**: A unique identifier assigned to each vendor for tracking and referencing purposes.

4. **Vendor Name**: The name of the individual or organization receiving the payment.

5. **Bank Code**: A code representing the bank account from which the payment is drawn.

6. **Payment Type**: Specifies the method of payment, such as check, electronic funds transfer (EFT), or wire transfer.

7. **Invoice #:** The unique number associated with the vendor's invoice, serving as a reference for the payment.

8. **Invoice Description**: A brief summary of the goods or services rendered, as described on the invoice.

9. **Account Number**: The City's general ledger account charged for the payment, structured as follows:

    a. **Fund Code**: (e.g., ***10000***) Identifies the fund, such as the General Fund.

    b. **Department Code**: (e.g., ***81200***) Indicates the responsible department, such as Public Works.

    c. **Object Code**: (e.g., ***52200***) Specifies the type of expenditure, such as contractual services.

10. **Distribution Amount**: The amount allocated to a specific account, showing how the payment is distributed across budget line items.

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

CONSISTENCY WITH GENERAL PLAN

Not applicable.

FINANCIAL REVIEW/SOURCE OF FUNDING

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

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

ENVIRONMENTAL (CEQA)

Not applicable.

PUBLIC NOTICE PROCESS

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

Attachments

Resolution 25-56

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

RESOLUTION NUMBER 25-56

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of $457,429.31; Sierra Madre Library Warrants in the aggregate amount of $32,955.16; and Payroll Transfer in the aggregate amount of $642,028.77 for the fiscal year ending June 30, 2026.

APPROVED AND ADOPTED this 14th day of October 2025.

_____

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 25-56 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 14th day of October 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

City Clerk, City of Sierra Madre, California

City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of October 14, 2025

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants $457,429.31

Sierra Madre Library Warrants.....$32,955.16

Payroll Transfer.....$642,028.77

Warrant Register Post Date 10/14/25 **Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY25/26	General Warrants	$308,984.81	1-5
FY25/26	General Manual Warrant	$39,005.77	6-9
FY25/26	General Utility Bills	$8,233.59	10
FY25/26	General Manual Utility Bills	$101,205.14	11-12
	Total	$457,429.31	

FY25/26	Library Warrant	$6,077.76	13
FY25/26	Library Manual Warrant	$26,877.40	14-15
	Total	$32,955.16	

Pay Date:			
9/25/2025	Payroll #20	$642,028.77	
	From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.		
	Total	$642,028.77	

Packet: APPKT08317 - GEN 10/14/25
Vendor Set: 01 - Vendor Set 01

Check Date: 10/07/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
VEN01796	ADAMSON POLICE PRODUCTS				**5,447.82**
APBWEST	Check	INV440258	PD SAFETY EQUIPMENT	10000.50000.53303	745.88
		SC100248	40mm less elthal launchers	10000.50000.52200	4,701.94
VEN04538	AIDEEN HONZAY				**163.80**
APBWEST	Check	INV042097	EMS REFUND RE: 24103180	10000.64000.47029	163.80
1484	ALLIANT INSURANCE SERVICES				**1,548.00**
APBWEST	Check	3235090	EVENT INSURANCE	10000.79017.52999	846.00
		3253356	EVENT INSURANCE	10000.79007.52999	702.00
VEN04080	ALTAF L ALI MD INC				**250.00**
APBWEST	Check	AALI 269	PRE-EMPLOYMENT TEST	60007.70101.52100	250.00
VEN04534	AMANDA DESOUZA				**600.00**
APBWEST	Check	000	LATINO HERITAGE FIESTA	10000.79017.52999	600.00
VEN03454	AMAZON CAPITAL SERVICES				**2,447.37**
APBWEST	Check	164J-74NR-CH9J	MISC SUPPLIES 8/18/25 - 8/31/25	37006.72000.53999	96.61
		16NV-JMWT-3G43	MISC SUPPLIES 9/15/25 - 9/28/25	10000.50000.53100	361.96
		17QJ-6CYY-Y4VR	MISC SUPPLIES CREDIT	71000.81100.53100	-79.44
		17QJ-6CYY-YDCR	MISC SUPPLIES 9/1/25 - 9/14/25	10000.50000.53100	252.62
		17X6-VDQM-Y7MJ	MISC SUPPLIES 7/21/25 - 8/3/25	37006.72000.53999	159.63
		1CV3-RRK6-3HVF	MISC SUPPLIES 8/4/25 - 8/17/25	10000.70000.53999	41.96
		1FWK-1QXQ-1NTV	MISC SUPPLIES 7/7/25 - 7/20/25	10000.70000.53999	138.06
		1GD3-3WCD-1TYK	MISC SUPPLIES 9/15/25 - 9/28/25	60003.30000.53103	28.87
		1HRH-CWCN-313Y	MISC SUPPLIES 9/15/25 - 9/28/25	60003.30000.53103	82.48
		1L7W-F1K1-WYJW	MISC SUPPLIES 9/1/25 - 9/14/25	10000.70000.53100	59.99
				10000.79017.52999	198.88
		1LFN-X1WJ-W7MW	MISC SUPPLIES 9/1/25 - 9/14/25	60002.31100.53100	33.14
		1Q3Y-MX6M-1HQH	MISC SUPPLIES 9/15/25 - 9/28/25	10000.61000.53100	56.43
		1Y6V-1T3Q-M7X6	MISC SUPPLIES 8/18/25 - 8/31/25	60002.30000.53100	234.14
		1Y7P-6JH1-3KPL	MISC SUPPLIES 9/15/25 - 9/28/25	60003.30000.53103	782.04
VEN03981	ANGEL'S AUTO REPAIR INC				**2,320.53**
APBWEST	Check	038571	REPAIR FOR FORD F450 SUPER DUTY #5107	60000.83100.53208	2,320.53
VEN04540	ANNABEL WHALEN				**480.00**
APBWEST	Check	INV042093	MWTR 5K - FACE PAINTING	10000.79004.53999	480.00
1464	ARCADIA PARTY RENTALS INC				**633.00**
APBWEST	Check	23925	MWTR TABLES & RISER STEPS	10000.79007.52999	633.00
VEN04026	ARCADIA TIRES				**26.63**
APBWEST	Check	INV042092	VEHICLE MAINT/#3331	60000.83100.53208	26.63
1498	AREA D				**1,100.00**
APBWEST	Check	2519	FY 25 - 26 AREA-D ANNUAL MEMBERSHIP	10000.50000.52200	1,100.00
1662	ARNOLD'S FRONTIER HARDWARE - CS				**118.63**
APBWEST	Check	116730	MISC. SUPPLIES	10000.70000.53999	42.93
		116853	MISC. SUPPLIES	10000.70000.53999	51.52
		117131	MISC. SUPPLIES	10000.70000.53999	10.99
		117150	MISC. SUPPLIES	10000.70000.53999	13.19
1552	ARNOLD'S FRONTIER HARDWARE - Fire				**547.29**
APBWEST	Check	114723	MISC. SUPPLIES	10000.61000.53204	19.82
		115123	MISC. SUPPLIES	10000.61000.53204	10.57
		115224	MISC. SUPPLIES	10000.61000.53204	3.07
		115266	MISC. SUPPLIES	10000.61000.53204	174.00
		115271	MISC. SUPPLIES	10000.61000.53204	5.29
		116549	MISC. SUPPLIES	10000.61000.53204	35.34
		116945	MISC. SUPPLIES	10000.61000.53204	42.51
		116961	MISC. SUPPLIES	10000.61000.53204	11.24
		116962	MISC. SUPPLIES	10000.61000.53204	25.40
		117009	MISC. SUPPLIES	10000.61000.52302	8.27

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	Vendor Total
APBWEST	Check	117042	MISC. SUPPLIES	10000.61000.53204	18.77	
		117068	MISC. SUPPLIES	10000.61000.53204	18.98	
		117075	MISC. SUPPLIES	10000.61000.53204	19.87	
		117086	MISC. SUPPLIES	10000.61000.53204	7.93	
		117090	MISC. SUPPLIES	10000.61000.53204	39.72	
		117129	MISC. SUPPLIES	10000.61000.53204	6.62	
		117160	MISC. SUPPLIES	10000.61000.53204	18.75	
		117182	MISC. SUPPLIES	10000.61000.53204	29.81	
		117186	MISC. SUPPLIES	10000.61000.53204	18.98	
		117191	MISC. SUPPLIES	10000.61000.53204	32.35	
1553	ARNOLD'S FRONTIER HARDWARE - Police					40.80
APBWEST	Check	117045	MISC. SUPPLIES	10000.50000.53204	28.66	
		117077	MISC. SUPPLIES	10000.50000.53204	12.14	
0122	ARNOLD'S FRONTIER HARDWARE - PW					240.71
APBWEST	Check	114867	FY 25/26 WATER DEPT. MAINTENANCE SUPPLIES	71000.81100.53200	16.07	
		114873	FY 25/26 WATER DEPT. MAINTENANCE SUPPLIES	71000.81100.53200	20.37	
		115791	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	13.24	
		116227	FY 25/26 STREET DEPT. MAINTENANCE SUPPLIES	10000.83500.53206	22.07	
		116746	FY 25/26 STREET DEPT. MAINTENANCE SUPPLIES	10000.83500.53206	1.08	
		116786	FY 25/26 STREET DEPT. MAINTENANCE SUPPLIES	10000.83500.53206	0.88	
		116910	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	5.61	
		117001	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	4.62	
		117002	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	4.95	
		117023	FY 25/26 WATER DEPT. MAINTENANCE SUPPLIES	71000.81100.53200	5.83	
		117053	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	65.13	
		117063	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	8.83	
		117069	FY 25/26 STREET DEPT. MAINTENANCE SUPPLIES	10000.83500.53206	17.66	
		117071	FY 25/26 WATER DEPT. MAINTENANCE SUPPLIES	71000.81100.53200	11.71	
		117072	FY 25/26 WATER DEPT. MAINTENANCE SUPPLIES	71000.81100.53200	6.40	
		117080	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	6.25	
		117095	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	14.56	
		117157	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	15.45	
1200	BLUE DIAMOND MATERIALS					547.19
APBWEST	Check	4310451	MAINT. SUPPLIES	10000.83500.53206	547.19	
1727	CHRIS CIMINO					714.40
APBWEST	Check	NOV2025	NOV 2025 RETIREE HEALTH INSURANCE	60007.70100.51302	714.40	
0171	CLINICAL LABORATORY OF SAN BERNARDINO, INC.					4,467.50
APBWEST	Check	2501327-SIE01	FY 25/26 WATER TREATMENT TESTING 7/1/25 -	71000.81100.52200	2,147.50	
		2501566-SIE01	FY 25/26 WATER TREATMENT TESTING 8/5/25 -	71000.81100.52200	2,320.00	
1167	COMMUNITY MEDIA OF THE FOOTHILLS					5,094.32
APBWEST	Check	028	FY 25/26 TELECAST OF CITY MEETINGS AUG 202	60003.30000.52100	2,547.16	
		032	FY 25/26 TELECAST OF CITY MEETINGS SEPT 202	60003.30000.52100	2,547.16	
VEN04461	CRICKET SCADA LLC					2,190.24
APBWEST	Check	1710	REPAIRS TO MIRA MONTE SCADA SYSTEM	71000.81100.52100	2,190.24	
VEN04537	DEAN HAMPTON					2,635.70
APBWEST	Check	INV042094	REFUND: PLAN CHK VALUATION TO $50,000.00	10000.40000.47012	2,635.70	
VEN03180	DICKS AUTO SUPPLY					317.13
APBWEST	Check	232544	FY 25/26 AUTO PARTS	60000.83100.53208	40.17	
		232778	FY 25/26 AUTO PARTS	60000.83100.53208	276.96	
VEN01935	DIVISION OF THE STATE ARCHITECT					233.16
APBWEST	Check	INV042099	Q4 FY 24/25 4/1/25 - 6/30/25	10000.00000.23400	132.76	
		INV042100	Q1 FY 25/26 7/1/25 - 9/30/25	10000.00000.23400	100.40	
VEN04105	DR. ANGELICA LOZA-GOMEZ M.D., PC.					992.00
APBWEST	Check	38	Medical Director Services AUG 2025	10000.64000.52200	992.00	
VEN04320	ETE FITNESS EQUIPMENT					1,957.90
APBWEST	Check	6424	FD GYM EQUIPMENT	36002.00000.49002	1,957.90	
0759	EXECUTIVE INFORMATION SERVICES					2,338.00
APBWEST	Check	EISXT0000375	SERVER MIGRATION AND LICENSING - ESRI LICEN	60003.30000.52100	1,438.00	
				60003.30000.53503	900.00	
1462	FASCHING'S CAR WASH					535.00
APBWEST	Check	JUN/JULY/AUG2025	PD CAR WASH 6/2/25 - 8/28/25	10000.50000.52200	535.00	

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	Vendor Total
0551	FOOTHILL LOCK & KEY					360.00
APBWEST	Check	20416	SERVICE CALL: KEYS - PD & BASEBALL FIELD	60001.83200.52200	360.00	
VEN01613	GANAHL LUMBER COMPANY					32.68
APBWEST	Check	142167129	MISC. MAINT. SUPPLIES	10000.83500.53206	32.68	
1044	JESSE TORIBIO					357.20
APBWEST	Check	NOV2025	NOV 2025 RETIREE HEALTH INSURANCE	60007.70100.51302	357.20	
VEN04511	JOHN AND KELLY NESSON					960.31
APBWEST	Check	INV042095	EMS REFUND RE: 25034617	10000.64000.47029	960.31	
VEN04539	KAM SOFTWARE TECHNOLOGIES					44,400.00
APBWEST	Check	7925	Crossroads Software CHP Mapping Interface	10000.50000.52200	44,400.00	
1165	KENNETH BERRY					714.40
APBWEST	Check	NOV2025	NOV 2025 RETIREE HEALTH INSURANCE	60007.70100.51302	714.40	
1185	KEYSTONE UNIFORM					1,414.62
APBWEST	Check	071431	UNIFORMS	10000.50000.53303	165.64	
		071463	UNIFORMS	10000.50000.53303	1,248.98	
0265	L.A. CO. DEPT. OF PUBLIC WORKS					229.13
APBWEST	Check	RE-PW-25051205583	BAILEY CYN DB & ARCADIA WASH S - PLAN CHK !	10000.00000.23600	229.13	
0934	L.N. CURTIS & SONS					17.42
APBWEST	Check	INV993006	PD EQUIPMENT - UNIFORM	10000.50000.53303	17.42	
0515	LANDSCAPE WAREHOUSE					263.87
APBWEST	Check	2509-520045	FY 25/26 MAINTENANCE SUPPLIES	10000.83300.53202	104.79	
		2509-527339	FY 25/26 MAINTENANCE SUPPLIES	10000.83300.53001	49.73	
		2509-529640	FY 25/26 MAINTENANCE SUPPLIES	10000.83300.53001	109.35	
VEN04103	LEXISNEXIS RISK SOLUTIONS					202.50
APBWEST	Check	1300158236	JULY 2025 LE Investigative and Analysis system	10000.50000.52200	202.50	
0277	LIEBERT CASSIDY WHITMORE					7,110.10
APBWEST	Check	304129	AUG 2025 LEGAL SERVICES: INVESTIGATION ADV	60007.70100.52201	185.50	
		304130	AUG 2025 LEGAL SERVICES: ADVICE AND COUNS	60007.70100.52201	388.00	
		304131	AUG 2025 LEGAL SERVICES: FLSA & PAYROLL REV	60007.70100.52201	237.00	
		304132	AUG 2025 LEGAL SERVICES: GENERAL	60007.70100.52201	339.50	
		304133	AUG 2025 LEGAL SERVICES: INVESTIGATION ADV	60007.70100.52201	2,320.00	
		304134	AUG 2025 LEGAL SERVICES: INVESTIGATION ADV	60007.70100.52201	3,640.10	
0640	LIFE-ASSIST INC.					1,929.39
APBWEST	Check	1633086	FY 25/26 EMS Medical Supplies	10000.64000.53300	991.43	
		1634840	FY 25/26 EMS Medical Supplies	10000.64000.53300	321.06	
		1637059	FY 25/26 EMS Medical Supplies	10000.64000.53300	172.71	
		1641182	FY 25/26 EMS Medical Supplies	10000.64000.53300	444.19	
VEN04515	MARIPOSA LANDSCAPES INC					27,667.86
APBWEST	Check	115609	AUGUST 2025 LANDSCAPE MAINTENANCE	10000.83300.52200	15,770.68	
				32012.83000.52200	8,853.72	
				60001.83200.52200	3,043.46	
VEN01070	MARTIN CRUZ					714.40
APBWEST	Check	NOV2025	NOV 2025 RETIREE HEALTH INSURANCE	60007.70100.51302	714.40	
VEN02976	MEDICO PROFESSIONAL LINEN SERVICE					74.55
APBWEST	Check	21298425	MEDICO WASTE SERVICES	10000.61000.53300	74.55	
VEN03488	MUNICIPAL EMERGENCY SERVICES INC					2,796.78
APBWEST	Check	IN2318009	FY 25/26 PERSONAL PROTECTIVE UNIFORM EQU	10000.61000.53303	1,342.13	
		IN2318633	FY 25/26 PERSONAL PROTECTIVE UNIFORM EQU	10000.61000.53303	318.76	
		IN2324824	FY 25/26 PERSONAL PROTECTIVE UNIFORM EQU	10000.61000.53303	242.13	
		IN2325558	FY 25/26 PERSONAL PROTECTIVE UNIFORM EQU	10000.61000.53303	242.13	
		IN2328662	FY 25/26 PERSONAL PROTECTIVE UNIFORM EQU	10000.61000.53303	157.79	
		IN2331728	FY 25/26 PERSONAL PROTECTIVE UNIFORM EQU	10000.61000.53303	162.13	
		IN2332362	FY 25/26 PERSONAL PROTECTIVE UNIFORM EQU	10000.61000.53303	162.13	
		IN2338171	FY 25/26 PERSONAL PROTECTIVE UNIFORM EQU	10000.61000.53303	169.58	
0786	OFFICE DEPOT, INC					66.98
APBWEST	Check	434785852001	OFFICE SUPPLIES	10000.40000.53100	15.29	
				60002.30000.53100	17.34	
		436687177001	OFFICE SUPPLIES	60002.31100.53100	34.35	
1399	PAUL ROBERTS					15,000.00
APBWEST	Check	INV042088	SEWER REPAIR - MONTEREY LANE	34009.83500.56010	15,000.00	
VEN04449	POWER SCHOOL GROUP					6,360.01

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	Vendor Total
APBWEST	Check	INV456496	CITY WEBSITE HOSTING 7/2/25 - 7/1/26	60003.30000.52100	6,360.01	
1483	PRO PRINTING INC					217.75
APBWEST	Check	58894	PD OT REPORT FORMS	10000.50000.53102	217.75	
VEN04373	PROJECTDOG INC					450.00
APBWEST	Check	23025	868868 RFP: YMCA RENOVATION PROJECT	10000.82000.52100	450.00	
0338	PRUDENTIAL OVERALL SUPPLY					415.42
APBWEST	Check	52916975	FY 25/26 PUBLIC WORKS UNIFORMS	60001.83200.53303	123.58	
		52918702	FY 25/26 PUBLIC WORKS UNIFORMS	60001.83200.53303	168.26	
		52920411	FY 25/26 PUBLIC WORKS UNIFORMS	60001.83200.53303	123.58	
VEN04165	R&A TANK TECHNOLOGIES LLC					330.00
APBWEST	Check	0806-3755	AUG 2025 MONTHLY INSPECTION	60000.83100.52200	165.00	
		090125-059	SEPT 2025 MONTHLY INSPECTION	60000.83100.55001	165.00	
0267	REGIONAL TAP SERVICE CENTER					249.60
APBWEST	Check	6025604	JULY 2025 REGIONAL TAP SERVICES CENTER-CAR	37004.80000.52001	153.60	
		6025703	AUG 2025 REGIONAL TAP SERVICES CENTER-CAF	37004.80000.52001	96.00	
0691	RIO HONDO COLLEGE					89.00
APBWEST	Check	X25-124-ZSRM	ENROLLMENT FEE SUMMER 2025	10000.50000.52205	89.00	
VEN02718	ROADLINE PRODUCTS INC					790.35
APBWEST	Check	21883	MAINTENANCE SUPPLIES: PAINT	10000.83500.53206	790.35	
VEN04230	ROTH STAFFING COMPANIES					4,009.00
APBWEST	Check	16321234	AminSvcs - Employment Agency WorkEnding 9/1	60007.70100.52200	2,489.00	
		16323372	AminSvcs - Employment Agency WorkEnding 9/1	60007.70100.52200	1,520.00	
1663	SHAKER SHIRTS					1,320.00
APBWEST	Check	22182	2025 MWTR - ADULT T-SHIRTS	10000.79007.52999	1,320.00	
0821	SOUTHWEST HYDROTECH					7,775.12
APBWEST	Check	31857	ANNUAL CLAY VALVE MAINTENANCE	71000.81100.52200	3,325.84	
		31858	ANNUAL CLAY VALVE MAINTENANCE	71000.81100.52200	4,449.28	
VEN04536	SPECIAL SIGNS					527.09
APBWEST	Check	13023	PICKLEBALL COURTS - SIGNS	37010.85000.56002	527.09	
VEN01027	STUBBIES					805.71
APBWEST	Check	25141	MWTR 5K RECOVERY RUN - EVENT SHIRTS	10000.79007.52999	663.00	
		25160	PW UNIFORMS	60001.83200.53303	142.71	
0478	SUN BADGE					174.54
APBWEST	Check	425004	FIRE DEPT UNIFORM BADGES	10000.61000.53303	174.54	
1368	SWANK MOTION PICTURES INC					880.00
APBWEST	Check	RG 4049559	MOVIES IN THE PARK 9/12/25	10000.79008.52999	880.00	
VEN04535	TAYLOR TENNIS COURT INC					112,155.00
APBWEST	Check	5732	Conversion of existing tennis courts to pickleball	37010.85000.56002	112,155.00	
1245	THE WORKSHOP					769.08
APBWEST	Check	74618	LATINO HERITAGE SIGNS/MT. WILSON SIGNS	10000.79007.52999	88.40	
				10000.79017.52999	88.40	
		74635	MT. WILSON TRAIL RACE POST CARDS	10000.79007.52999	143.65	
		74695	MT. WILSON TRAIL RACE POSTERS	10000.79007.52999	296.14	
		74783	MT. WILSON TRAIL RACE POST CARD - REORDER	10000.79007.52999	108.29	
		74872	BOOT SKOOTING SIGNS	60003.30000.53102	44.20	
VEN01194	THORSON MOTOR CENTER					18.58
APBWEST	Check	538737	VEH. PARTS - #2100	60000.83100.53208	18.58	
VEN04051	TITAN AUTOMATION & IRON					1,186.88
APBWEST	Check	2429	KPW-5 WIRELESS KEY PAD	60001.83200.56010	1,186.88	
0403	TRIANGLE TRUCK PARTS					108.20
APBWEST	Check	674481	VEH. MAINT. PARTS - #5106 FUEL CAP	60000.83100.53208	108.20	
VEN04278	TRUE POLYGRAPH LLC					500.00
APBWEST	Check	1116	SIERRA MADRE PRE EMPLOYMENT TEST	60007.70101.52100	500.00	
VEN04256	TRUEPOINT SOLUTIONS LLC					165.00
APBWEST	Check	SI-001940	PSA ONLINE PERMITTING PLATFORM - CARRYOV	40000.83500.56009	165.00	
VEN02639	TURNOUT MAINTENANCE COMPANY					1,054.00
APBWEST	Check	30206	EQUIPMENT MAINT 9/19/25	10000.61000.53300	1,054.00	
VEN03971	UNITED TACTICAL SYSTEMS LLC					7,878.67
APBWEST	Check	0088099	Pepperball (equipment)	10000.50000.52200	7,878.67	
VEN02702	VITAL MEDICAL SERVICES LLC					694.00
APBWEST	Check	4749	SEPT 2025 EVIDENT IN-FIELD BLOOD DRAW COL	10000.50000.52107	694.00	

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
0158	VULCAN MATERIALS COMPANY				**662.33**
APBWEST	Check	4481695	COLD MIX	71000.81100.53206	662.33
0335	WATERLINE TECHNOLOGIES				**957.67**
APBWEST	Check	5755730	CYLINDER RETURN 8/5/25	71000.81100.53209	-300.00
		5758005	CYLINDER RETURN 8/19/25	71000.81100.53209	-300.00
		5762521	FY 25/26 CHLORINE GAS SUPPLIES	71000.81100.53209	1,557.67
0574	WEST COAST ARBORISTS, INC.				**1,650.00**
APBWEST	Check	232179	FY 25/26 ARBORIST CONTRACT 7/23/25 - 7/23/	38004.83300.52200	1,650.00
0425	WILLDAN ASSOCIATES				**14,492.50**
APBWEST	Check	00714636	JUNE 2025 CDBG GRANT FOR MHRP PROGRAM	38002.83200.52100	4,290.25
		00714637	JULY 2025 CDBG GRANT FOR MHRP PROGRAM	38002.83200.52100	3,469.50
		00714638	AUG 2025 CDBG GRANT FOR MHRP PROGRAM	38002.83200.52100	6,732.75
				Report Total:	**308,984.81**

Packet: APPKT08303 - GEN MAN 10/14/25
Vendor Set: 01 - Vendor Set 01

Check Date: 10/01/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
VEN04220	CHRISTENSEN BROTHERS GENERAL ENGINEERING				**34,368.15**
APBWEST	Check	608-07R2	FY 23/24 WATER MAIN/STREET PROJECT SMB AI	32012.83000.56010	36,177.00
		608-07R2 RET	FY 23/24 WATER MAIN/STREET PROJECT SMB AI	32012.00000.23500	-1,808.85
				Report Total:	**34,368.15**

Packet: APPKT08302 - GEN MAN 10/14/25
Vendor Set: 01 - Vendor Set 01

Check Date: 09/30/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
VEN01796	ADAMSON POLICE PRODUCTS				361.98
APBWEST	Check	INV435231	PD SAFETY EQUIPMENT	10000.50000.53300	361.98
VEN04198	CHRIS BERTRAND				97.95
APBWEST	Check	INV042076	STIKE XLC - 1206-A: MEALS	10000.61000.53999	97.95
				Report Total:	**459.93**

Packet: APPKT08295 - GEN MAN 10/14/25
Vendor Set: 01 - Vendor Set 01

Check Date: 09/30/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
1497	MOUNTAIN VIEWS NEWS				784.19
APBWEST	Check	CM202509302	PUBLICATION OF NOTICES PHN ORDER 1484 REF	10000.12000.52206	784.19
				Report Total:	**784.19**

Packet: APPKT08288 - GEN MAN 10/14/25
Vendor Set: 01 - Vendor Set 01

Check Date: 09/26/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
0833	HOME DEPOT				**2,127.41**
APBWEST	Check	1511829	6422 - MC FACILITIES MAINT. SUPPLIES	60001.83200.53200	19.37
		2021488	6473 - CC STREET MAINT. MATERIALS	10000.83500.53206	29.66
		4522336	6473 - CC - STREET MAINT. MATERIALS	10000.83500.53206	9.44
		541332	6473 - MC - FACILITIES MAINT. SUPPLIES	60001.83200.53200	86.78
		8531067	6430 - PD SUPPLIES	10000.50000.53300	267.55
		INV042064	FINANCE CHARGE	60002.30000.53999	62.63
		WN3037119127066	6465 - POWER DRILL BATTERIES	10000.61000.52302	1,651.98
0378	SMART & FINAL				**209.46**
APBWEST	Check	3056650008802	CS - SENIOR LUAU - SUPPLIES	37006.72000.53999	128.06
		6056650006001	CH - FOOTHILL CITY WILDLIFE MANAGEMENT CC	60002.31100.53100	81.40
VEN04003	WEX BANK				**1,056.63**
APBWEST	Check	INV041970	FD FUEL CARD PMT	10000.61000.52100	1,056.63
				Report Total:	**3,393.50**

Packet: APPKT08314 - UB 10/14/25
Vendor Set: 01 - Vendor Set 01

Check Date: 10/07/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
VEN03195	GREATAMERICA FINANCIAL SERVICES				**396.29**
APBWEST	Check	40176469	003-1310860-000 8/5/25 - 9/4/25	60003.30000.53210	396.29
VEN03173	QUADIENT FINANCE USA INC				**1,000.00**
APBWEST	Check	INV042089	POSTAGE	60002.31100.53101	1,000.00
VEN01031	QUADIENT LEASING USA INC				**1,414.47**
APBWEST	Check	Q2013554	10/11/25 - 1/10/26 EQUIPMENT LEASE	60002.31100.53101	1,414.47
VEN02829	RINGCENTRAL INC				**4,746.25**
APBWEST	Check	CD 001225755	9/23/25 - 10/22/25 VOIP PHONE SERVICE	60003.30000.55005	4,746.25
VEN03926	T-MOBILE				**364.64**
APBWEST	Check	INV042090	972239789 8/21/25 - 9/20/25	60003.30000.55005	364.64
0942	TPX COMMUNICATION				**311.94**
APBWEST	Check	187349361-0	9/23/25 - 10/22/25 PHONE SERVICE	60003.30000.55005	311.94
				Report Total:	**8,233.59**

Packet: APPKT08285 - UB MAN 10/14/25
Vendor Set: 01 - Vendor Set 01

Check Date: 09/24/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
0129	AT&T				**4,584.90**
APBWEST	Check	INV042005	818 246-3783 591 4 8/23/25 - 9/22/25	60003.30000.55005	2,576.68
		INV042006	818 291-0241 661 1 9/4/25 - 10/3/25	60003.30000.55005	2,008.22
VEN04074	CHARTER COMMUNICATIONS				**5,057.12**
APBWEST	Check	106917301090125	106917301 9/1/25 - 9/30/25	60003.30000.55005	1,280.00
		187633301082125	187633301 8/27/25 - 9/26/25	60003.30000.52200	876.70
		187633301092125	187633301 9/27/25 - 10/26/25	60003.30000.52200	876.70
		188596301082125	188596301 8/25/25 - 9/24/25	60003.30000.52200	199.98
		188596301092125	188596301 9/25/25 - 10/24/25	60003.30000.52200	199.98
		188596401082125	188596401 8/25/25 - 9/24/25 YMCA ELEVATOR	60003.30000.52200	40.00
		188596401092125	188596401 9/25/25 - 10/24/25	60003.30000.52200	40.00
		188596901090125	188596901 9/1/25 - 9/30/25	60003.30000.52200	205.80
		188597101090125	188597101 9/6/25 - 10/5/25	60003.30000.52200	269.98
		188597401082125	188597401 8/27/25 - 9/26/25	60003.30000.52200	324.01
		188597401092125	188597401 9/27/25 - 10/26/25	60003.30000.52200	324.01
		188597601082125	188597601 8/25/25 - 9/24/25	60003.30000.52200	209.98
		188597601092125	188597601 9/25/25 - 10/24/25	60003.30000.52200	209.98
VEN02792	FRONTIER CALIFORNIA INC				**7,440.40**
APBWEST	Check	INV041998	626-197-0261-032521-5 9/1/25 - 9/30/25	60003.30000.55005	1,047.38
		INV041999	209-188-3757-030707-5 9/4/25 - 10/3/25	60003.30000.55005	3,190.73
		INV042000	626-197-1492-030922-5 9/1/25 - 9/30/25	60003.30000.55005	813.75
		INV042001	626-355-0264-012498-5 9/4/25 - 10/3/25	60003.30000.55005	552.92
		INV042002	626-355-1414-092017-5 9/1/25 - 9/30/25	60003.30000.55005	1,477.45
		INV042003	209-151-5743-051199-5 8/28/25 - 9/27/25	60003.30000.55005	226.86
		INV042004	310-001-5763-051199-5 8/28/25 - 9/27/25	60003.30000.55005	131.31
VEN03195	GREATAMERICA FINANCIAL SERVICES				**4,191.73**
APBWEST	Check	39847762	003-1443256-000 5/21/25 - 6/20/25	60003.30000.53210	1,844.58
		39945884	003-1310860-000 6/5/25 - 8/4/25	60003.30000.53210	405.70
		40077730	003-1443256-000 6/21/25 - 7/20/25	60003.30000.53210	1,941.45
0384	SOUTHERN CALIF. EDISON CO.				**62,065.32**
APBWEST	Check	INV041984	700102141347 7/9/25 - 8/6/25	32012.83000.55003	40.32
				71000.81100.55003	1,533.92
		INV041985	700162056328 8/1/25 - 8/31/25	32005.83500.55003	201.29
				32012.83000.55003	2,235.98
				38005.83500.55003	4,989.40
				60001.83200.55003	258.08
		INV041986	700178900477 8/7/25 - 9/7/25	60001.83200.55003	36.84
		INV041987	700661951989 8/5/25 - 9/3/25	60001.83200.55003	144.42
		INV041988	700738880568 8/4/25 - 9/2/25	60001.83200.55003	2,958.66
		INV041989	700835579161 8/7/25 - 9/7/25	71000.81100.55003	49,666.41
0216	THE GAS COMPANY				**704.64**
APBWEST	Check	INV041990	118-261-4788 3 8/1/25 - 9/1/25	60000.83100.55001	313.88
		INV041991	053 118 7109 8 7/7/25 - 8/5/25	60001.83200.55004	15.73
		INV041992	053 118 7109 8 8/5/25 - 9/5/25	60001.83200.55004	16.93
		INV041993	168 618 7700 5 8/5/25 - 9/5/25	60001.83200.55004	187.35
		INV041994	166 518 7700 9 8/5/25 - 9/5/25	60001.83200.55004	59.56
		INV041995	051 018 7151 4 8/5/25 - 9/5/25	60001.83200.55004	16.82
		INV041996	055 218 7110 2 8/5/25 - 9/5/25	60001.83200.55004	16.82
		INV041997	135 119 3500 2 8/7/25 - 9/8/25	60001.83200.55004	77.55
VEN03926	T-MOBILE				**364.64**
APBWEST	Check	INV042007	972239789 7/21/25 - 8/20/25	60003.30000.55005	364.64
0942	TPX COMMUNICATION				**255.26**
APBWEST	Check	186938391-0	8/23/25 - 9/22/25 PHONE SERVICE	60003.30000.55005	255.26
0642	VERIZON WIRELESS LA				**3,376.95**

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
APBWEST	Check	6122011457	960051887-00001 8/26/25 - 9/25/25	60003.30000.55005	3,376.95
VEN04342	WESTBOUND SOLAR 3 LLC				**13,164.18**
APBWEST	Check	25260497	JULY 2025 SOLAR ENERGY	71000.81100.55003	13,164.18
				Report Total:	**101,205.14**

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Vendor Set: 01 - Vendor Set 01

Check Date: 10/07/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
VEN03454	AMAZON CAPITAL SERVICES				**1,097.45**
APBWEST	Check	144K-YP31-G17J	MISC SUPPLIES 8/18/25 - 8/31/25	10000.90000.53100	32.55
		16YL-6JNY-Y6N3	MISC SUPPLIES 9/1/25 - 9/14/25	39006.90000.53406	179.01
		1GWF-V6DL-KMW6	MISC SUPPLIES 8/18/25 - 8/31/25	10000.90000.53100	33.12
		1HHL-HJMD-VLK6	MISC SUPPLIES 9/1/25 - 9/14/25	10000.90000.53100	63.56
		1JW3-VYVM-XJGP	MISC SUPPLIES 9/1/25 - 9/14/25	39002.90000.53999	263.27
		1JYC-W9CC-JGDQ	MISC SUPPLIES 8/18/25 - 8/31/25	39006.90000.53999	83.42
		1LFN-X1WJ-Y37Q	MISC SUPPLIES 9/1/25 - 9/14/25	39006.90000.53999	77.07
		1LG4-HWTC-XGD9	MISC SUPPLIES 9/1/25 - 9/14/25	39006.90000.53406	134.06
		1ML6-4H37-JWNC	MISC SUPPLIES 8/18/25 - 8/31/25	39006.90000.53406	90.95
		1NKM-MJYT-H9XH	MISC SUPPLIES 8/18/25 - 8/31/25	10000.90000.53406	23.44
		1NW9-LV4L-FHFY	MISC SUPPLIES CREDIT	39006.90000.53406	-20.71
		1VK3-HQ4G-WRTV	MISC SUPPLIES 9/1/25 - 9/14/25	39006.90000.53406	137.71
0132	BAKER & TAYLOR, INC.				**1,641.62**
APBWEST	Check	0003318371	LIBRARY SUPPLIES - CREDIT	10000.90000.53406	-13.25
		0003318524	LIBRARY SUPPLIES - CREDIT	10000.90000.53406	-13.25
		2039252894	BOOKS AND REFERENCE & MEDIA (FY 2025-26)	10000.90000.53406	127.29
		2039252895	BOOKS AND REFERENCE & MEDIA (FY 2025-26)	10000.90000.52200	8.44
		2039267564	BOOKS AND REFERENCE & MEDIA (FY 2025-26)	10000.90000.53406	675.96
		2039267565	LIBRARY SUPPLIES	10000.90000.52200	61.07
		2039276507	BOOKS AND REFERENCE & MEDIA (FY 2025-26)	10000.90000.53406	13.49
		2039276508	LIBRARY SUPPLIES	10000.90000.52200	0.45
		2039278996	BOOKS AND REFERENCE & MEDIA (FY 2025-26)	10000.90000.53406	745.47
		2039278997	LIBRARY SUPPLIES	10000.90000.52200	35.95
VEN04268	KING OFFICE SERVICES				**1,792.00**
APBWEST	Check	89731-024	LIB MAT STORAGE FEES DURING REMODEL 9/6/:	29007.90000.56010	1,792.00
VEN04221	LOVEBUG & ME LLC				**350.00**
APBWEST	Check	2025-115	45 MIN PERFORMANCE - 12/10/25	39006.90000.53999	350.00
0786	OFFICE DEPOT, INC				**187.95**
APBWEST	Check	439833690001	OFFICE SUPPLIES	10000.90000.53100	187.95
VEN01027	STUBBIES				**693.66**
APBWEST	Check	25021	LIB UNIFORMS	10000.90000.53999	693.66
VEN03926	T-MOBILE				**63.30**
APBWEST	Check	INV042091	984433408 7/21/25 - 8/20/25	10000.90000.52200	63.30
0904	VROMAN'S				**251.78**
APBWEST	Check	4742389	BOOKS	10000.90000.53406	122.78
		4783162	BOOKS	10000.90000.53406	129.00
				Report Total:	**6,077.76**

Packet: APPKT08294 - LIB MAN 10/14/25
Vendor Set: 01 - Vendor Set 01

Check Date: 09/30/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
VEN04526	ELECTRIC FIREPLACES DEPOT				3,533.98
APBWEST	Check	D8741	Electric Fireplace for Library Remodel	39002.90000.53999	3,533.98
				Report Total:	**3,533.98**

Packet: APPKT08307 - LIB MAN 10/14/25
Vendor Set: 01 - Vendor Set 01

Check Date: 10/06/2025

Vendor Number / Bank Code	Vendor Name / Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total / Distribution Amount
VEN04209	TSK ARCHITECTS				23,343.42
APBWEST	Check	105621	FURNITURE SERVICES - FF&E for LIBRARY REMOI	60001.83200.56010	16,968.42
		105878	FURNITURE SERVICES - FF&E for LIBRARY REMOI	60001.83200.56010	2,550.00
		106202	FURNITURE SERVICES - FF&E for LIBRARY REMOI	60001.83200.56010	1,275.00
		106512	FURNITURE SERVICES - FF&E for LIBRARY REMOI	60001.83200.56010	2,550.00
				Report Total:	**23,343.42**

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

Sue Spears, City Treasurer

City of Sierra Madre
AGENDA REPORT

TO:	Mayor and City Council
FROM:	Miguel Hernandez, Assistant City Manager
REVIEWED BY:	Michael Bruckner, City Manager
DATE:	October 14, 2025
SUBJECT:	**Fire Personnel FLSA Overtime Discrepancy Adjustment**

STAFF RECOMMENDATION

Staff recommends the City Council adopt Resolution 25-57 approving $37,141.32 in back payments due to the members of the Sierra Madre Professional Firefighters Association (SMPFA or Association) under both the Fair Labor Standards Act (FLSA) and Memorandum of Understanding (MOU) with SMPFA.

ALTERNATIVES

1. Adopt Resolution 25-57;
2. Do not adopt Resolution 25-57;
3. Continue the item and provide further direction to staff.

EXECUTIVE SUMMARY

In January 2024, the City was made aware of potential overtime underpayments, due to the City excluding certain “add pays” (additional forms of compensation) when calculating the overtime rate of pay for SMPFA members. The City conducted an internal audit that indicated certain add pays were not being included in calculating overtime payments for one or more SMPFA members.

ANALYSIS

The Fair Labor Standards Act (FLSA) mandates that overtime compensation be paid for work performed in excess of established maximum hours within a designated work period. In January 2024, the City identified a potential discrepancy in the calculation of overtime for sworn Fire Department personnel related to FLSA reporting requirements. As a public agency, the City is subject to the overtime provisions of the FLSA (29 U.S.C. § 201 et seq.), and members of the Fire Department are entitled to overtime compensation consistent with 29 U.S.C. § 207, as well

as the provisions outlined in the Memorandum of Understanding (MOU) between the City and the Sierra Madre Professional Firefighters Association (SMPFA).

Under the FLSA, employers must include all forms of *remuneration for employment* when determining the regular rate of pay used to calculate overtime, except where specifically excluded by law. The "regular rate" encompasses various types of nondiscretionary bonuses and incentive compensation, as defined in 29 CFR Part 778.

Following notification of the potential issue, the City conducted an internal audit to evaluate compliance and identify any miscalculations. The review determined that several forms of additional compensation had been inadvertently excluded from the FLSA overtime rate, even though they are compensable under both the FLSA and the applicable MOU. These pay categories include:

- Medical Stipend (MOU, Article 9, Section 2)
- Good Driving Incentive (MOU, Article 16, Section 1)
- Qualified Engineer Bonus (MOU, Article 16, Section 2)
- Longevity Pay (MOU, Article 16, Section 3)
- Additional Assignments and Pay (MOU, Article 16, Section 4)
- Foreign Language Bonus (MOU, Article 16, Section 6)

The City and the Association met and conferred to implement necessary adjustments to the City's overtime calculation process going forward. Both parties also discussed measures to ensure ongoing compliance and prevent similar discrepancies in the future. Following a comprehensive review, it was determined that the total overtime compensation owed to affected employees is $37,141.32. The City and the Association concur that this amount reflects a fair and accurate calculation of back pay owed under the provisions of the FLSA and the terms of the MOU.

This resolution applies solely to current employees. Staff will return at a future City Council meeting with a separate resolution to address and correct FLSA discrepancies for former Fire Department members.

ENVIRONMENTAL (CEQA)

This resolution does not constitute a "project" under the California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(4) of the CEQA Guidelines, as it involves organizational and administrative activities of government that will not result in any direct or indirect physical changes to the environment.

STRATEGIC PLAN CORRELATION

This item supports:

Goal 2: Public Safety

Objective 2.1: Sustaining Sierra Madre's Fire Services.

Initiative 2.1.1: Fire services sustainment (staffing, licensure, equipment, Emergency Medical Services (EMS), preparedness).

PUBLIC NOTICE PROCESS

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

FISCAL IMPACT

This action will result in a General Fund budget impact of $37,141.32 in Fiscal Year 2025-26. The expense will be recognized within the salaries and benefits category of organizational segment 61000, which is dedicated to Fire Suppression.

ATTACHMENTS:

A. Agreement
B. Resolution 25-57

SETTLEMENT AGREEMENT AND SPECIFIC RELEASE OF CLAIMS

This Settlement Agreement and Specific General Release of Claims ("Agreement") is made and entered into by and between the City of Sierra Madre ("City"), the Sierra Madre Professional Firefighters Association ("Association"), and the individual current employee members ("Member" or "Members") receiving Settlement Payments as defined herein. The City, Association, and Members may be individually referred to herein as "Party" and collectively referred to as "Parties."

RECITALS

A. WHEREAS, Members are presently employed by the City; and

B. WHEREAS, the City is subject to the overtime requirements of the Fair Labor Standards Act ("FLSA"), 29 U.S.C. section 201 *et seq.* and Members are entitled to overtime compensation pursuant to 29 U.S.C. § 207 of the FLSA and in accordance with the overtime provisions of the Memorandum of Understanding ("MOU") between the City and the Association; and

C. WHEREAS, in January 2024 the City was alerted to potential overtime underpayments, due to the City excluding certain add pays when calculating the overtime rate of pay, for one or more Members; and

D. WHEREAS, the City conducted an internal audit and identified the following add pays or hour codes which were not included in calculating FLSA and/or MOU overtime payments for one or more Member: (i) Medical Stipend, MOU Article 9 Section 2, (ii) Good Driving Incentive, MOU Article 16 Section 1, (iii) Qualified Engineer Bonus, MOU Article 16 Section 2, (iv) Longevity Pay, MOU Article 16 Section 3, (v) Additional Assignments and Pay, MOU Article 16 Section 4, and (vi) Foreign Language Bonus, MOU Article 16 Section 6 (these add pays shall be referred to collectively as "Add Pays"); and

E. WHEREAS, the City and Association met and conferred on implementation of changes to the City's overtime calculations going forward, and also discussed possible resolution of the issues raised in Sections B through D above; and

F. WHEREAS, via arms-length negotiations, the Parties have agreed to resolve any potential FLSA and MOU claims that Members may have against the City for unpaid overtime compensation resulting from the City's calculation of the Members' regular rates of pay, as set forth hereinabove, in order to avoid the potential uncertainty, expense and delay of litigation, grievances, and/or other administrative hearing; and

G. WHEREAS, the Parties agree that the City has undertaken a fair and reasonable calculation of the backpay amounts owed to Members under the FLSA and the MOU; and

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H. WHEREAS, the Parties agree that the City's calculation of the overtime liability as set forth below does not subvert the FLSA and/or MOU, and is consistent with and within the range of reasonable results that Members might expect to obtain at trial or in a contested hearing; and

I. WHEREAS, as a result of their negotiations, the Parties desire a settlement that is full and complete, resolving all current and potential grievances, disputes, controversies, claims and possible actions between them arising out of this dispute.

NOW, THEREFORE, in consideration of the mutual promises and undertakings of the Parties as set forth below, the Parties hereby agree as follows:

Section I. Settlement Payment

A. Settlement. The City shall pay a combined total to Members of $37,141.32 ("Settlement Amount"), which shall be allocated among the individual Members as set forth in Addendum A, and incorporated herein by reference. The Settlement Amount consists of the following:

1. Recalculated Overtime Pay. Although the Parties dispute the extent of the City's back pay liability to Members under the FLSA and the MOU, for purposes of this Agreement, the City has recalculated the regular rate of pay used to calculate overtime payments for each impacted Member, and will pay to each Member the difference between the overtime compensation already received and the recalculated overtime compensation, minus all applicable state, federal and local taxes and other payroll deductions, for overtime worked during the period of January 23, 2021 through September 18, 2024 (the "Recovery Period") as follows: the City has recalculated the regular rate of pay for each Member who performed overtime and who received any of the following add pays or hours codes (i) Medical Stipend, MOU Article 9 Section 2, (ii) Good Driving Incentive, MOU Article 16 Section 1, (iii) Qualified Engineer Bonus, MOU Article 16 Section 2, (iv) Longevity Pay, MOU Article 16 Section 3, (v) Additional Assignments and Pay, MOU Article 16 Section 4, and (vi) Foreign Language Bonus, MOU Article 16 Section 6 ("Add Pays") at any time during the Recovery Period; and

2. Settlement Calculation Methodology. For the purposes of this settlement, the Parties agree that in determining the amount of back overtime compensation owed pursuant to this settlement, the City has identified each pay period in the Recovery Period that Members received overtime and recalculated the overtime by including the omitted Add Pays and using the agreed-upon calculation method of a 182-hour divisor for the overtime regular rate of pay.

B. Separate Checks. The City will issue separate checks to each Member for their respective portion of the Settlement Amount ("Settlement Payments") as soon as administratively possible, and within thirty (30) calendar days of either the City Council's approval of this Agreement or the date of the last signature to this Agreement, whichever is later. Members acknowledge that the Settlement Payments are for unpaid wages and subject to normal

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payroll tax withholdings. By executing this Agreement and accepting the payments specified herein, each Member expressly waives his or her individual claims, as set forth in Section II.A below, including but not limited to any claims for back pay, liquidated damages, interest, and attorneys' fees and costs under the FLSA and the MOU, or any other legal basis or theory, concerning non-inclusion of the Add Pays for the Recovery Period.

C. Bona Fide Dispute. The Parties agree that the payments required by this Agreement resolve a "bona fide dispute" over the amount of back pay owed to Members for overtime compensation required by the FLSA and/or the MOU for the Recovery Period. Specifically, the Parties are settling a dispute regarding the type and amount of "remuneration" to be included in the calculation of the FLSA and MOU regular rate of pay and the resulting overtime payments owed to the affected Members. The Settlement Payments are paid in consideration for the resolution of that dispute.

D. No Tax Advice. Association and its Members acknowledge and agree that the City is not providing any tax or legal advice, and makes no representations regarding tax obligations or consequences, if any, related to this Agreement. Members are encouraged to consult with a tax advisor or attorney of their choice to independently determine any federal, state or local tax consequences of Settlement Payments. Association and its Members further agree that each Member shall assume any tax obligations or consequences that may arise from receipt of a Settlement Payment under this Agreement.

E. Payment Inclusive. The amount described in paragraphs I.A above shall be inclusive of all remedies, damages and/or other relief recoverable or potentially recoverable during the Recovery Period.

F. Signature and Acknowledgment. Payment of the Settlement Payments listed in section I.A above, shall occur as soon as administratively possible, and within thirty (30) days of the City Council's approval of this Agreement or the date of the last signature to this Agreement or the date the affected Member's signature on the Individual Signature Page (attached as Addendum B), whichever is later. Each Member will be issued a check for that Member's corresponding settlement amount on the condition that the Member completes and returns the respective Individual Signature Page to evidence the Member's acknowledgment of and agreement with this Agreement.

G. Reasonable and Fair. Members, and each of them, expressly agree that the allocation of the Settlement Amount, as provided herein, is fair, just, reasonable, and acceptable to them.

Section II. Release of Claims

A. Release of Claims. Association and its Members, and each of them, hereby release, waive and discharge the City from any and all claims that the City has incorrectly calculated Members' overtime by failing to include Add Pays received by Members when

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calculating the Members' applicable regular rate of pay and therefore failed to compensate Members properly for overtime in accordance with the FLSA and MOU ("Release"). This Release shall include claims for liquidated damages and interest, attorneys' fees and costs through the Recovery Period, but shall not include any claims for workers' compensation benefits, disability benefit, or claims or entitlements to compensation arising after September 18, 2024, or unrelated to this dispute over these identified Add Pays. Members also acknowledge and agree that this Release is an essential and material term of this Agreement and without such Release, no settlement would have been reached by the Parties. Association and City acknowledge that the Association cannot waive on behalf of its Members their individual rights under the FLSA. As consideration for receiving payments pursuant to this Agreement, each Member shall sign an Individual Signature Page attached to this Agreement and incorporated herein by reference, acknowledging waiver or release of his/her/their individual claims under the FLSA for the Recovery Period.

Section III. General Provisions

A. Knowledge of the Parties. The Parties respectively understand and agree to the settlement, this Agreement, and the terms and conditions contained herein, and enter into this Agreement knowingly and voluntarily. Members, and each of them, have been advised that they have the right to, and are encouraged to, seek legal advice from an attorney of their choice with respect to this Agreement, including the Release. By signing this document and the documents referred to herein, the Parties signify their full understanding, agreement, and acceptance of the Agreement.

B. Entire Agreement. This Agreement contains the entire agreement of the Parties regarding the subject matter of this Agreement and shall constitute the final understanding between the Parties hereto. All prior negotiations made or which have occurred prior to the date of this Agreement are merged into this Agreement.

C. No Additional Representations. Except for the terms of this Agreement, the Parties, respectively, have not relied upon any statement or representation, written or oral, made by any Party, or any of their respective agents, attorneys or any other person, regarding any matter including, but not limited to, the federal or state income tax consequences of the Agreement to any Party. The Parties expressly acknowledge and agree that the only advice they have relied upon, if any, is the advice of their own attorneys and/or accountants as to the tax and benefit consequences of the Agreement.

D. Warranty of Non-Assignment. The parties warrant that they have not assigned any of the claims or portions of the claims that are the subject of this Agreement.

E. Binding Agreement. The Agreement and all documents referred to herein, shall bind and inure to the benefit of and each of the Parties hereto and their spouses, domestic partners, children, heirs, estates, administrators, representatives, executors, attorneys' successors and assigns. Except as expressly provided herein, this Agreement is not for the benefit of any person not a Party hereto or any person or entity not specifically identified as a beneficiary

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herein or specifically identified herein as a person or entity released hereby. The Agreement is not intended to constitute a third party beneficiary contract.

F. Authority to Execute. Each Party hereto warrants to the other Party or Parties that he, she, or it has the full power and authority to execute, deliver and perform under this Agreement and all documents referred to herein, and that any needed consent or approval from any other person has been obtained.

G. Effectuate Agreement. Each Party hereto agrees to do all things and execute and deliver all instruments and documents necessary to fulfill and effect the provisions of this Agreement and to protect the respective rights of the Parties to this Agreement.

H. Duty to Act in Good Faith. The Parties shall act in good faith and use their reasonable good faith efforts after the execution of this Agreement to ensure that their respective obligations hereunder are fully and punctually performed. The parties shall promptly perform any further acts and execute and deliver any other documents or instruments that may be reasonably necessary to carry out the provisions of this Agreement.

I. Attorneys' Fees and Costs. The Parties, including each Member, shall bear their own attorneys' fees and costs associated with the drafting, review, and execution of this Agreement and the Individual Signature Pages.

J. Interpretation and Construction. Any ambiguities or uncertainties herein shall be equally and fairly interpreted and construed without reference to the identity of the Party or Parties preparing this document or the documents referred to herein, on the understanding that the Parties participated equally in the negotiation and preparation of the Agreement, or have had equal opportunity to do so. The headings used herein are for reference only and shall not affect the construction of this Agreement.

K. Governing Law and Venue. This Agreement shall be deemed to have been executed in Los Angeles County. The settlement, this Agreement, and the documents referred to herein, shall be interpreted in accordance with the laws of the State of California and applicable federal law. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in Los Angeles County, California.

L. Breach, Waiver, and Amendment. No breach of this Agreement or of any provision herein can be waived except by an express written waiver executed by the Party waiving such breach. Waiver of any one breach shall not be deemed a waiver of any other breach of the same or other provisions of this Agreement. The Agreement may be amended, altered, modified or otherwise changed in any respect or particular only by a writing duly executed by the Parties hereto or their authorized representatives.

M. Execution. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A photocopy, PDF, or facsimile transmission of the Agreement, including

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signatures, shall be deemed an original and shall constitute evidence of the Agreement having been executed.

N. Agreement Does Not Establish Precedent. The Parties agree that the terms of this Agreement are binding and will not establish any precedent, nor will this Agreement be used as a basis by the Parties or anyone else to seek or justify similar terms in any subsequent matter.

O. Effective Date. This Agreement shall become effective upon the City Council's approval of this Agreement or the date of the last signature to this Agreement, whichever is later.

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IN WITNESS WHEREOF, the Parties hereto have executed this Settlement Agreement and Release.

FOR THE CITY OF SIERRA MADRE

X _____

Michael Bruckner
City Manager

_____
Date

FOR THE SIERRA MADRE PROFESSIONAL
PROFESSIONAL FIREFIGHTERS ASSOCIATION

X _____

David Gacad
SMPFA President

_____
Date

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ADDENDUM A

EE#	OT Due to EE
1	$1,805.52
2	$1,744.53
3	$583.36
4	$2,477.09
5	$6,062.33
6	$1,230.48
7	$2,197.98
8	$1,922.91
9	$1,821.89
10	$6,407.51
11	$10,032.47
12	$377.85
13	$477.40
TOTAL	$37,141.32

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ADDENDUM B

INDIVIDUAL SIGNATURE PAGE

Acknowledgement and Acceptance of the Settlement Agreement

I, _____, by signing below, hereby acknowledge that I have carefully read the Settlement Agreement and Release ("Agreement") between the City of Sierra Madre ("City"), the Sierra Madre Professional Firefighters Association ("Association"), and other Association members, including myself, concerning claims to overtime payments for the period of January 23, 2021 through September 18, 2024. I further acknowledge that I understand and agree to the terms and conditions contained in the Agreement, as set forth in the preceding __ pages, in exchange for the payments described both below and in Addendum A to the Agreement. I acknowledge that the only promises made to induce me to sign this Agreement are those stated herein.

By signing below, I agree and acknowledge that the sum paid to me by the City in the gross amount of $_____, minus all applicable federal, state and local tax and other applicable payroll deductions, constitutes payment in full for the City's alleged miscalculation of my overtime by failing to include in my regular rate of pay, as applicable, one or more of six specified add pays, through September 18, 2024.

By signing below, I further agree and acknowledge that I expressly waive my right to claim additional lost wages, liquidated damages or other damages, attorneys' fees or costs based on the City's alleged failure to include add pays in the calculation of my FLSA regular rate of pay, through September 18, 2024.

Having been fully advised and informed, I voluntarily enter into this Settlement Agreement and Release, including the waiver of rights covered by this Settlement Agreement and Release.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: _____

Name (please print): _____

Dated: _____

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RESOLUTION NO. 25-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING A SETTLEMENT AGREEMENT AND SPECIFIC RELEASE OF CLAIMS WITH THE SIERRA MADRE PROFESSIONAL FIREFIGHTERS ASSOCIATION AND INDIVIDUAL CURRENT EMPLOYEE MEMBERS

RECITALS

WHEREAS, in January 2024, the City was alerted to potential overtime underpayments due for members of the Sierra Madre Sierra Madre Professional Firefighters Association (Association); and

WHEREAS, the City administration met and conferred with the Association regarding the corrections to the City's overtime calculations for the period of January 23, 2021 through September 18, 2024; and

WHEREAS, the City administration negotiated the attached Settlement Agreement and Specific Release of Claims, included herein as Attachment A, with the Association and with individual current employee members to resolve all claims related to overtime underpayments; and

WHEREAS, the City Council would need to approve Attachment A and make the necessary budgetary amendments to effectuate the agreement.

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

SECTION 1. Agreement Approval. The City Council approves Attachment A and authorizes the City Manager to execute the agreement.

SECTION 2. CEQA. This Resolution is not a "Project" for purposes of the California Environmental Quality Act because under 14 CCR 15378(b)(4), a "Project does not include …Organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment."

SECTION 3. Severability. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Resolution or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Resolution or any part thereof or exhibit thereto. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

SECTION 4. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Resolution by the City Council.

SECTION 5. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this 14th day of October, 2025.

_____
Robert Parkhurst, Mayor

I HEREBY CERTIFY the foregoing Resolution was duly passed, approved, and adopted by the City Council of the City of Sierra Madre, California, at a meeting held on the 14th day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____
Laura Aguilar, City Clerk

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

Sue Spears, City Treasurer

City of Sierra Madre
AGENDA REPORT

TO:	Mayor and City Council
FROM:	Anthony Rainey, Finance Director
REVIEWED BY:	Michael Bruckner, City Manager
DATE:	October 14, 2025
SUBJECT:	**OPEB Funding Policy Compliance and FY 25/26 GASB Statement No. 75 Actuarial Valuation**

STAFF RECOMMENDATION

Staff recommends that the City Council receive and file the Fiscal Year 2025 Governmental Accounting Standards Board Statement No. 75 Actuarial Valuation of the Other Post-Employment Benefits Trust, confirming continued compliance with the City's Pension and Other Post-Employment Benefits Funding Policy.

ALTERNATIVES

1. Approve staff's recommendation to receive and file the Other Post-Employment Benefits actuarial valuation and confirm continued compliance with the City's Pension and Other Post-Employment Benefits Funding (OPEB) Policy.
2. Provide direction to staff for modification of the policy or funding approach.
3. Decline to accept the report and request additional analysis from staff.

EXECUTIVE SUMMARY

The City of Sierra Madre contracted with MacLeod Watts, Consulting Actuaries, to conduct an actuarial valuation of its Other Post-Employment Benefits program for fiscal year 2025. This engagement fulfills the requirements of Governmental Accounting Standards Board (GASB) Statement No. 75, officially titled *"Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*." The City's Pension and Other Post-Employment Benefits Funding Policy, adopted on November 12, 2019, sets a target funded ratio of 100 percent and requires the plan to maintain a minimum funded ratio of 85 percent. As of the June 30, 2025 actuarial valuation, the City's Other Post-Employment Benefits trust is 91.5 percent funded—6.5 percentage points above the policy minimum, and 8.5 percentage points below the long-term target. All required annual contributions for fiscal year 2025 have met or exceeded the Actuarially Determined Contribution (ADC) amount of $153,409.

ANALYSIS

Other Post-Employment Benefits and Those Affected Other Post-Employment Benefits (OPEB) are non-pension benefits provided to retired City employees, including medical, dental, vision, and life insurance coverage. The City's program currently covers 94 active employees (with 73 enrolled for medical), 21 retirees, and one survivor. These benefits secure essential health coverage for former employees and their families after City service.

What the Actuarially Determined Contribution (ADC) Represents The ADC is the amount of annual funding, as calculated by an independent actuary that should be contributed to the Other Post-Employment Benefits trust each fiscal year to keep the plan on a path toward full funding. The ADC covers the current year's cost of benefits earned by employees, known as the "normal cost", plus an amortization payment to reduce any unfunded liability. Meeting or exceeding the ADC helps ensure the long-term sufficiency of the City's plan, supports the stability of retiree benefits, and prevents the buildup of unfunded liabilities, thereby protecting overall fiscal health.

Purpose of the Actuarial Valuation and GASB Statement No. 75 GASB Statement No. 75 requires cities to regularly, at least biennially, obtain an independent actuarial valuation of their Other Post-Employment Benefits obligations. This valuation tracks membership, assets, liabilities, and changes in funded status, and the findings must be reported in the City's annual financial statements. The purpose is to ensure transparency, accuracy, and accountability in public reporting of retiree benefit obligations.

Compliance with City Policy The Pension and Other Post-Employment Benefits Funding Policy requires the Other Post-Employment Benefits plan to maintain a minimum funded ratio of 85% and strive for a target of 100%, with annual contributions at least equal to the ADC. As of fiscal year 2025, the plan's 91.5% funded ratio places it 6.5% above the policy minimum and 8.5% below the City's OPEB Funding target. All annual required contributions have been made, confirming strong and compliant plan management.

ENVIRONMENTAL (CEQA)

The recommended action is not classified as a project under the California Environmental Quality Act and is therefore exempt from further review.

STRATEGIC PLAN CORRELATION

This item supports Strategic Plan Goal 1: Organizational Sustainability, especially:

- Objective 1.2 Fiscal Stability Long-Range Planning (Initiative 1.2.2 and Project 1.2.2A)
- Objective 1.4 Public Transparency Reporting (Initiative 1.4.1).

PUBLIC NOTICE PROCESS

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

FISCAL IMPACT

Maintaining compliance with City funding policy and Governmental Accounting Standards Board requirements protects the City from accumulating unfunded Other Post-Employment Benefits liabilities and supports stable long-term budgeting. For fiscal year 2025, the Actuarially Determined Contribution (ADC) is $153,409 and this amount was fully contributed.

ATTACHMENTS:

A. Fiscal Year 2025 Governmental Accounting Standards Board Statement No. 75 Other Post-Employment Benefits Actuarial Report (MacLeod Watts)

MacLeod Watts

August 15, 2025

Anthony Rainey
Finance Director
City of Sierra Madre
232 W. Sierra Madre Blvd
Sierra Madre, CA 91024

Re: City of Sierra Madre Other Post-Employment Benefits
GASB 75 Actuarial Report for the Fiscal Year Ending June 30, 2025

Dear Mr. Rainey,

We are pleased to enclose our actuarial report providing financial information about the other post-employment benefit (OPEB) liabilities of the City of Sierra Madre. The report's text describes our analysis and assumptions in detail.

The primary purpose of this report is to provide information required by GASB 75 ("Accounting and Financial Reporting for Postemployment Benefits Other Than Pension") to be reported in the City's financial statements for the fiscal year ending June 30, 2025. The information included in this report reflects the City's established OPEB funding policy to contribute, on average, 100% or more of the Actuarially Determined Contribution.

The exhibits presented are based on a roll forward of the results of the June 30, 2023, actuarial valuation, and on the employee and plan data provided to us for that valuation. The City also provided information on retiree benefit payments and trust contributions/reimbursements for the current fiscal year. As with any analysis, the soundness of the report is dependent on the inputs. Please review the information shown in the report to be comfortable that it matches your records.

We appreciate the opportunity to work on this analysis and acknowledge the efforts of City employees who provided valuable time and information to enable us to prepare this report. Please let us know if we can be of further assistance.

Sincerely,

Catherine L. MacLeod, FSA, FCA, MAAA
Principal & Consulting Actuary

Enclosure

City of Sierra Madre

GASB 75 Actuarial Report
Measured as of June 30,2024
For Fiscal Year End June 30, 2025 Financial Reporting

Submitted August 2025

MacLeod Watts

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A. Executive Summary

This report presents actuarial information regarding the other post-employment benefit (OPEB) program of the City of Sierra Madre (the City). The purpose of this valuation is to assess the OPEB liabilities and provide disclosure information as required by Statement No. 75 of the Governmental Accounting Standards Board (GASB 75) for the fiscal year ending June 30, 2025.

Important background information regarding the valuation process can be found in the Appendices. We recommend users of the report read this information to familiarize themselves with the process and context of actuarial valuations, including the requirements of GASB 75. The pages following this executive summary present various exhibits and other relevant information appropriate for disclosures under GASB 75.

This report is based on a roll forward of the results of the June 30, 2023, valuation. A new biennial valuation will need to be prepared as of June 30, 2025. Results of that valuation will first be applied to prepare the GASB 75 report for the City's fiscal year ending June 30, 2026.

OPEB Obligations of the City

The City provides continuation of medical coverage to its retiring employees. This coverage may create one or more of the following types of OPEB liabilities:

- **Explicit subsidy liabilities**: An "explicit subsidy" exists when the employer contributes directly toward the cost of retiree healthcare. In this program, the City pays a portion of medical premiums for qualifying retirees. Details are provided in Supporting Information Section 2.
- **Implicit subsidy liabilities**: An "implicit subsidy" exists when premiums are developed using blended active and retiree claims experience. In this situation, premiums charged for retirees may not be sufficient to cover expected medical claims[1] and the premiums charged for active employees are said to "implicitly subsidize" retirees. This OPEB program includes implicit subsidy liabilities for retiree coverage prior to coverage under Medicare.
- **Other subsidy liabilities**: Pooled plans that do not blend active and retiree premiums likely generate subsidies between employers and retirees within the pool. In the CalPERS medical program, the premium rates for Medicare-covered retirees are based only on retiree claims experience of the pool. An actuarial practice note indicates these subsidies should be included in plan liabilities to the extent they are paid by the employer.[2] We believe there is no other subsidy liability for Medicare retirees required to be valued for this plan.

We determine explicit subsidy liabilities using the expected direct payments promised by the plan toward retiree coverage. We determine the implicit and other subsidy liabilities as the projected difference between (a) estimated retiree medical claim costs by age and (b) premiums charged for retiree coverage. For more information on MacLeod Watts' age rating methodology, see Appendix 2.

[1] In rare situations, premiums for retiree coverage may be high enough that they subsidize active employees' claims.

[2] Exceptions exist for 1) Medicare Advantage Plans, treated as if their premiums are age-based due to the nature of the Federal subsidies paid to these plans, and 2) when employer explicit subsidies to Medicare-covered retirees are low and no part of any potential pool subsidy is expected to be paid by the employer.



Executive Summary
(Continued)

OPEB Funding Policy

The City's OPEB funding policy affects the calculation of liabilities by impacting the discount rate used to develop the plan liability and expense. "Prefunding" is the term used when an agency consistently contributes an amount based on an actuarially determined contribution (ADC) each year. GASB 75 allows prefunded plans to use a discount rate that reflects the expected earnings on trust assets. Pay-as-you-go, or "PAYGO", is the term used when an agency only contributes the required retiree benefits when due. When an agency finances retiree benefits on a pay-as-you-go basis, GASB 75 requires the use of a discount rate equal to a 20-year high grade municipal bond rate.

The City continues to prefund its OPEB liability, consistently contributing 100% or more of the Actuarially Determined Contributions each year. With the City's approval, the discount rate used in this valuation is 5.90%, reflecting the City's expectation of the long-term return on trust assets on the measurement date. Information on how this rate was determined is provided on page 7, Expected Return on Trust Assets.

Actuarial Assumptions

The actuarial "demographic" assumptions (i.e., rates of retirement, death, disability or other termination of employment) used in this report were chosen, for the most part, to be the same as the actuarial demographic assumptions used for the most recent valuation of the retirement plan(s) covering City employees. Other assumptions, such as age-related healthcare claims, healthcare trend, retiree participation rates and spouse coverage, were selected based on demonstrated plan experience and/or our best estimate of expected future experience. All these assumptions, and more, impact expected future benefits.

Please note that this valuation has been prepared on a closed group basis. This means that only employees and retirees present as of the valuation date are considered. We do not consider replacement employees for those we project to leave the current population of plan participants until the valuation date following their employment.

We emphasize that this actuarial valuation provides a projection of future results based on many assumptions. Actual results are likely to vary to some extent and we will continue to monitor these assumptions in future valuations. See Section 3 for a description of assumptions used in this valuation.

Important Dates Used in the Valuation

GASB 75 allows reporting liabilities as of any fiscal year end based on: (1) a *valuation date* no more than 30 months plus 1 day prior to the close of the fiscal year end; and (2) a *measurement date* up to one year prior to the close of the fiscal year. The following dates were used for this report:

Fiscal Year End	June 30, 2025
Measurement Date	June 30, 2024
Measurement Period	June 30, 2023, to June 30, 2024
Valuation Date	June 30, 2023



Executive Summary
(Concluded)

Updates Since the Prior Report

This report is based on a roll forward of the June 2023 valuation results. No benefit changes and no material changes in plan members were reported to MacLeod Watts from those provided to us for the 2023 valuation. Accordingly, no new census data was collected, and no plan experience was determined other than to reflect actual 2025 premium rates in lieu of the prior assumed increases over 2024 rates. The only assumption changes were updates to the expected trust return and discount rate, reflecting new information provided by CalPERS for funds invested with CERBT. Investment experience (the difference between actual and expected trust earnings) was also determined.

Impact on Statement of Net Position and OPEB Expense for Fiscal Year Ending 2025

The plan's impact on Net Position will be the sum of difference between assets and liabilities as of the measurement date plus the unrecognized net outflows and inflows of resources. Different recognition periods apply to deferred resources depending on their origin. The plan's impact on Net Position on the measurement date can be summarized as follows:

Items	For Reporting At Fiscal Year Ending June 30, 2025
Total OPEB Liability	$ 2,623,217
Fiduciary Net Position	(2,399,251)
Net OPEB Liability	**$ 223,966**
Adjustment for Deferred Resources:	
Deferred (Outflows)	(641,213)
Deferred Inflows	424,489
Impact on Statement of Net Position	**$ 7,242**
OPEB Expense, FYE 6/30/2025	**$ 140,674**

Important Notices

This report is intended to be used only to present the actuarial information relating to other postemployment benefits for the City's financial statements. The results of this report may not be appropriate for other purposes, where other assumptions, methodology and/or actuarial standards of practice may be required or more suitable. We note that various issues in this report may involve legal analysis of applicable law or regulations. The City should consult counsel on these matters; MacLeod Watts does not practice law and does not intend anything in this report to constitute legal advice. In addition, we recommend the City consult with their internal accounting staff or external auditor or accounting firm about the accounting treatment of OPEB liabilities.



B. Results Measured as of June 30, 2024

The City's OPEB liability measured as of June 30, 2024, was determined based on a "roll-forward" of the June 30, 2023, valuation. A roll-forward valuation moves the plan liability forward based on expected changes. For this type of valuation, we do not collect new plan data, and we generally do not change any actuarial assumptions. One exception is that changes in the liability discount rate reflecting changes in the municipal bond index or updated trust earnings expectations are reflected as of the new measurement date. Updated trust assets as of the measurement date are also reflected in the roll-forward valuation.

GASB allows roll-forward valuations to be performed in the year following the full biennial valuation if no material changes to the plan or the plan's members have occurred. Examples of material changes would include significantly different terminations or retirements during the year than were assumed, or a change in the retirement plan provisions. The only such change we identified and reflected in this report were the known increases in the 2025 premium rates (and by extension, estimated retiree claims costs), which exceeded the increases over the 2024 premiums we assumed in the 2023 valuation.

The chart below reconciles the liability reported last year to that obtained by the roll-forward valuation as of the end of the current fiscal year.

Reconciliation of Changes During Measurement Period	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability (c) = (a) - (b)
Balance at Fiscal Year Ending 6/30/2024 *Measurement Date 6/30/2023*	$ 2,411,910	$ 2,167,916	$ 243,994
Expected Changes During the Period:			
Service Cost	125,693		125,693
Interest Cost	139,429		139,429
Expected Investment Income		122,899	(122,899)
City Contributions		149,706	(149,706)
Trust Administrative Expenses		(698)	698
Benefit Payments	(95,584)	(95,584)	-
Total Expected Changes During the Period	169,538	176,323	(6,785)
Expected at Fiscal Year Ending 6/30/2025 *Measurement Date 6/30/2024*	$ 2,581,448	$ 2,344,239	$ 237,209
Unexpected Changes During the Period:			
Change Due to Investment Experience		55,012	(55,012)
Change Due to 2025 Premiums and Estimated Claims Higher Than Expected	129,617		129,617
Change Due to Change in Discount Rate	(87,848)		(87,848)
Total Unexpected Changes During the Period	41,769	55,012	(13,243)
Balance at Fiscal Year Ending 6/30/2025 *Measurement Date 6/30/2024*	$ 2,623,217	$ 2,399,251	$ 223,966

C. Accounting Information (GASB 75)

The following exhibits are designed to satisfy the reporting and disclosure requirements of GASB 75 for the fiscal year ending June 30, 2025. The City is classified for GASB 75 purposes as a single employer.

Components of Net Position and Expense

The exhibit below shows the development of Net Position and Expense as of the Measurement Date.

Plan Summary Information for FYE June 30, 2025 *Measurement Date is June 30, 2024*	**City of Sierra Madre**
Items Impacting Net Position:	
Total OPEB Liability	$ 2,623,217
Fiduciary Net Position	(2,399,251)
Net OPEB Liability (Asset)	223,966
Deferred (Outflows) Due to:	
Assumption Changes	(154,290)
Plan Experience	(124,961)
Investment Experience	(208,553)
Deferred Contributions	(153,409)
Deferred Inflows Due to:	
Assumption Changes	160,615
Plan Experience	166,552
Investment Experience	97,322
Impact on Statement of Net Position, FYE 6/30/2025	**$ 7,242**
Items Impacting OPEB Expense:	
Service Cost	$ 125,693
Cost of Plan Changes	-
Interest Cost	139,429
Expected Earnings on Assets	(122,899)
Trust Administrative Expenses	698
Recognition of Deferred Outflows:	
Assumption Changes	24,454
Plan Experience	13,731
Investment Experience	103,579
Recognition of Deferred (Inflows):	
Assumption Changes	(21,096)
Plan Experience	(58,601)
Investment Experience	(64,314)
OPEB Expense, FYE 6/30/2025	**$ 140,674**

Accounting Information
(Continued)

Change in Net Position During the Fiscal Year

The exhibit below shows the year-to-year changes in the components of Net Position.

For Reporting at Fiscal Year End *Measurement Date*	6/30/2024 *6/30/2023*	6/30/2025 *6/30/2024*	Change During Period
Total OPEB Liability	$ 2,411,910	$ 2,623,217	$ 211,307
Fiduciary Net Position	(2,167,916)	(2,399,251)	(231,335)
Net OPEB Liability (Asset)	243,994	223,966	(20,028)
Deferred (Outflows) Due to:			
Assumption Changes	(178,744)	(154,290)	24,454
Plan Experience	(9,075)	(124,961)	(115,886)
Investment Experience	(312,132)	(208,553)	103,579
Deferred Contributions	(149,706)	(153,409)	(3,703)
Deferred Inflows Due to:			
Assumption Changes	93,863	160,615	66,752
Plan Experience	225,153	166,552	(58,601)
Investment Experience	106,624	97,322	(9,302)
Impact on Statement of Net Position	$ 19,977	$ 7,242	$ (12,735)

Change in Net Position During the Fiscal Year	
Impact on Statement of Net Position, FYE 6/30/2024	$ 19,977
OPEB Expense (Income)	140,674
City Contributions During Fiscal Year	(153,409)
Impact on Statement of Net Position, FYE 6/30/2025	$ 7,242

OPEB Expense	
City Contributions During Fiscal Year	$ 153,409
Deterioration (Improvement) in Net Position	(12,735)
OPEB Expense (Income), FYE 6/30/2025	$ 140,674

Accounting Information
(Continued)

Change in Fiduciary Net Position During the Measurement Period

	City of Sierra Madre
Fiduciary Net Position at Fiscal Year Ending 6/30/2024 *Measurement Date 6/30/2023*	**$ 2,167,916**
Changes During the Period:	
Investment Income	177,911
City Contributions	149,706
Trust Administrative Expenses	(698)
Benefit Payments	(95,584)
Net Changes During the Period	231,335
Fiduciary Net Position at Fiscal Year Ending 6/30/2025 *Measurement Date 6/30/2024*	**$ 2,399,251**

Expected Long-term Return on Trust Assets

CalPERS last updated the projected future investment returns for CERBT Strategy 2 in June 2024. The returns were determined using a building-block method and best-estimate ranges of expected future real rates of return for each major asset class (expected returns, net of OPEB plan investment expense and inflation). The target allocation and best estimates of geometric real rates of return published by CalPERS for each major class are split for years 1-5 and years 6-20. We assume that the returns for years 6 through 20 would continue in later years.

CERBT Strategy 2		Years 1-5			Years 6-20		
Major Asset Classification	**Target Allocation**	**General Inflation Rate Assumption**	**1-5 Year Expected Real Rate of Return**	**Compound Return Yrs 1-5**	**General Inflation Rate Assumption**	**6-20 Year Expected Real Rate of Return**	**Compound Return Years 6-20**
Global Equity	34%	2.40%	3.90%	6.30%	2.40%	4.70%	7.10%
Fixed Income	41%	2.40%	2.70%	5.10%	2.40%	2.60%	5.00%
Global Real Estate (REITs)	17%	2.40%	3.70%	6.10%	2.40%	4.00%	6.40%
Treasury Inflation Protected Securities	5%	2.40%	1.70%	4.10%	2.40%	1.40%	3.80%
Commodities	3%	2.40%	2.90%	5.30%	2.40%	2.00%	4.40%
Volatility	9.5%		Portfolio	5.9%		Portfolio	6.2%

Portfolio compound return is time-weighted and net of administrative fees.

To derive the expected future trust return specifically for the District, we first adjusted CalPERS' future return expectations to align with the 2.5% general inflation assumption used in this report. Then applying the plan specific benefit payments (as determined from the June 30, 2023, valuation) to CalPERS' bifurcated return expectations, we determined the single equivalent long-term rate of return to be 6.2%. The City is less optimistic about future trust earnings and approved 5.9% as the assumed trust return.



Accounting Information
(Continued)

Recognition Period for Deferred Resources

Liability changes due to plan experience which differs from what was assumed in the prior measurement period and/or from assumption changes during the period are recognized over the plan's Expected Average Remaining Service Life ("EARSL"). The EARSL of 10.36 years is the period used to recognize such changes in the OPEB Liability arising during the current measurement period.

When applicable, changes in the Fiduciary Net Position due to investment performance different from the assumed earnings rate are always recognized over 5 years.

Liability changes attributable to benefit changes occurring during the period, if any, are recognized immediately.

Deferred Resources as of Fiscal Year End and Expected Future Recognition

The exhibit below shows deferred resources as of the fiscal year end June 30, 2025.

City of Sierra Madre	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	$ 154,290	$ 160,615
Differences Between Expected and Actual Experience	124,961	166,552
Net Difference Between Projected and Actual Earnings on Investments	111,231	-
Deferred Contributions	153,409	-
Total	$ 543,891	$ 327,167

The City will recognize the Deferred Contributions in the next fiscal year. In addition, future recognition of these deferred resources is shown below.

For the Fiscal Year Ending June 30	Recognized Net Deferred Outflows (Inflows) of Resources
2026	$ (5,920)
2027	64,715
2028	(24,738)
2029	(21,096)
2030	9,287
Thereafter	41,067

Accounting Information
(Continued)

Sensitivity of Liabilities to Changes in the Discount Rate and Healthcare Cost Trend Rate

The discount rate used for accounting purposes for the fiscal year end 2025 is 5.9%. Healthcare Cost Trend Rate was assumed to start at 6.0% on January 1, 2026 (known increases in January 2025 were applied)) and decrease to 3.9% for years 2075 and later. The impact of a 1% increase or decrease in these assumptions is shown in the chart below.

Sensitivity to:			
Change in Discount Rate	**Current - 1% 4.90%**	**Current 5.90%**	**Current + 1% 6.90%**
Total OPEB Liability	2,935,392	2,623,217	2,361,858
Increase (Decrease)	312,175		(261,359)
% Increase (Decrease)	11.9%		-10.0%
Net OPEB Liability (Asset)	536,141	223,966	(37,393)
Increase (Decrease)	312,175		(261,359)
% Increase (Decrease)	139.4%		-116.7%
Change in Healthcare Cost Trend Rate	**Current Trend - 1%**	**Current Trend**	**Current Trend + 1%**
Total OPEB Liability	2,316,750	2,623,217	2,998,104
Increase (Decrease)	(306,467)		374,887
% Increase (Decrease)	-11.7%		14.3%
Net OPEB Liability (Asset)	(82,501)	223,966	598,853
Increase (Decrease)	(306,467)		374,887
% Increase (Decrease)	-136.8%		167.4%

e City's Net OPEB Liability and Related Ratios

ion of the 10-year history of changes in the Net OPEB Liability. Years since GASB 75 was implemented are shown.

	2025	2024	2023	2022	2021	2020	2019	2018
	6/30/2024	*6/30/2023*	*6/30/2022*	*6/30/2021*	*6/30/2020*	*6/30/2019*	*6/30/2018*	*6/30/2017*
	$ 125,693	$ 138,183	$ 113,161	$ 96,434	$ 93,625	$ 113,216	$ 109,652	$ 107,444
	139,429	131,943	128,999	127,156	120,510	139,838	130,212	132,432
	-	-	-	-	-	-	-	-
and								
	129,617	(14,531)	-	12,735	-	(352,670)	-	(186,345)
	(87,848)	6,215	182,231	(131,711)	-	47,406	-	13,329
	(95,584)	(93,977)	(134,288)	(113,325)	(111,228)	(105,241)	(95,572)	(108,541)
lity	211,307	167,833	290,103	(8,711)	102,907	(157,451)	144,292	
g	2,411,910	2,244,077	1,953,974	1,962,685	1,859,778	2,017,229	1,872,937	1,914,618
)	$ 2,623,217	$ 2,411,910	$ 2,244,077	$ 1,953,974	$ 1,962,685	$ 1,859,778	$ 2,017,229	$ 1,872,937
	$ 149,706	$ 93,977	$ 134,288	$ 113,325	$ 150,528	$ 163,349	$ 95,572	$ 108,541
	177,911	74,577	(301,301)	393,718	101,166	118,856	98,236	114,754
	(95,584)	(93,977)	(134,288)	(113,325)	(111,228)	(105,241)	(95,572)	(108,541)
	(698)	(600)	(606)	(729)	(920)	(363)	(836)	(782)
	-	-	-	-	-	-	(2,105)	
et position	231,335	73,977	(301,907)	392,989	139,546	176,601	95,295	113,972
eginning	2,167,916	2,093,939	2,395,846	2,002,857	1,863,311	1,686,710	1,591,415	1,477,443
nding (b)	$ 2,399,251	$ 2,167,916	$ 2,093,939	$ 2,395,846	$ 2,002,857	$ 1,863,311	$ 1,686,710	$ 1,591,415
- (b)	$ 223,966	$ 243,994	$ 150,138	$ (441,872)	$ (40,172)	$ (3,533)	$ 330,519	$ 281,522
nt period	$ 9,779,206	$ 8,852,694	$ 8,203,079	$ 7,686,509	$ 6,548,837	$ 5,884,525	$ 5,537,332	$ 4,937,800
red payroll	2.29%	2.76%	1.83%	-5.75%	-0.61%	-0.06%	5.97%	5.70%

e City's Net OPEB Liability and Related Ratios

2025	2024	2023	2022	2021	2020	2019	2018
6/30/2024	*6/30/2023*	*6/30/2022*	*6/30/2021*	*6/30/2020*	*6/30/2019*	*6/30/2018*	*6/30/2017*

sumptions applied in determining results on the prior page

6/30/2023		6/30/2021		6/30/2019	6/30/2017
Entry Age Normal		Entry Age Normal		Entry Age Normal	Entry Age Normal
Market Value		Market Value		Market Value	Market Value
2.50%		2.50%		2.50%	2.75%
Actual 2025; 6.0% in 2026 decreasing to 3.9% by 2075	6.5% in 2025 decreasing to 3.9% by 2075	5.7% in 2022, stepping down by .1% to 4.0% in 2076		7.5% in 2019, stepping down by .5% to 5.0% in 2024	7.5% in 2019, stepping down by .5% to 5.0% in 2024
3.00%		3.00%		3.00%	3.25%
5.90%	5.60%	5.65%	6.45%	6.35%	6.73%
From 55 to 70		From 55 to 70		From 55 to 70	From 55 to 70
CalPERS 2021 Experience Study		CalPERS 2017 Experience Study		CalPERS 2017 Experience Study	CalPERS 2014 Experience Study
MacLeod Watts Scale 2022		MacLeod Watts Scale 2020		MacLeod Watts Scale 2018	MacLeod Watts Scale 2017

	2025	2024	2023	2022	2021	2020	2019	2018
ution (ADC)	$ 153,409	$ 149,706	$ 90,289	$ 103,663	$ 100,910	$ 150,528	$ 145,849	$ 153,086
DC	153,409	149,706	93,977	134,288	113,325	150,563	163,349	108,541
)	$ -	$ -	$ (3,688)	$ (30,625)	$ (12,415)	$ (35)	$ (17,500)	$ 44,545
l year	$ 10,844,413	$ 9,779,206	$ 8,852,694	$ 8,203,079	$ 7,686,509	$ 6,061,061	$ 5,884,525	$ 5,537,332
d payroll	1.41%	1.53%	1.06%	1.64%	1.68%	2.48%	2.78%	2.20%
	100.00%	100.00%	104.08%	129.54%	112.30%	100.02%	112.00%	70.90%

and assumptions used to determine contribution rates:

ADCs:	6/30/2023		6/30/2021	6/30/2019		6/30/2017		6/30/2015
	Entry Age Normal		Entry Age Normal	Entry Age Normal		Entry Age Normal		Entry Age Normal
	Level dollar 30 yrs closed		Level dollar 30 yrs open	Level % of Pay 20 yr closed		Level % of Pay 20 yr closed		Level % of Pay 20 yr closed
	29 yrs left	30 yrs left	30 yrs left	15 yrs left	16 yrs left	17 yrs left	18 yrs left	19 yrs left
	Market Value		Market Value	Market Value		Market Value		Market Value
	2.50%	2.50%	2.50%	2.50%		2.75%		2.75%
	6.5% in 2025 decreasing to 3.9% by 2075		5.7% in 2022, stepping down by .1% to 4.0% in 2076	7.5% in 2019, stepping down by .5% to 5.0% in 2024		7.5% in 2019, stepping down by .5% to 5.0% in 2024		7.5% in 2017, stepping down by .5% to 4.5% in 2023
	3.00%		3.00%	3.00%		3.25%		3.25%
ly)	5.60%		6.35%	6.25%		6.73%		6.73%
	From 55 to 70	From 55 to 70	From 55 to 70	From 55 to 70		From 55 to 70		From 55 to 70
	CalPERS 2021 Experience Study		CalPERS 2017 Exper Study	CalPERS 2017 Experience Study		CalPERS 2014 Experience Study		CalPERS 2014 Exper Study
	MacLeod Watts Scale 2022		MW Scale 2020	MacLeod Watts Scale 2018		MacLeod Watts Scale 2017		MW Scale 2014

Net PEB bility (a) - (b)	(d) Deferred Outflows:				(e) Deferred Inflows:			Impact on Statement of Net Position (f) = (c) - (d) + (e)
	Assumption Changes	Plan Experience	Investment Experience	Deferred Contributions	Assumption Changes	Plan Experience	Investment Experience	
243,994	$ 178,744	$ 9,075	$ 312,132	$ 149,706	$ 93,863	$ 225,153	$ 106,624	$ 19,977
125,693								125,693
139,429								139,429
122,899)								(122,899)
149,706)								(149,706)
-								-
698								698
-								-
(87,848)					87,848			-
129,617		129,617						-
(55,012)							55,012	-
	(24,454)	(13,731)	(103,579)	(149,706)	(21,096)	(58,601)	(64,314)	147,459
				153,409				(153,409)
(20,028)	(24,454)	115,886	(103,579)	3,703	66,752	(58,601)	(9,302)	(12,735)
223,966	$ 154,290	$ 124,961	$ 208,553	$ 153,409	$ 160,615	$ 166,552	$ 97,322	$ 7,242

d Pension Expense is shown below. Deferred Contributions are not shown.

Balance as of Jun 30, 2024	Scheduled Recognition in Expense						
	2023-24 (FYE 2025)	2024-25 (FYE 2026)	2025-26 (FYE 2027)	2026-27 (FYE 2028)	2027-28 (FYE 2029)	2028-29 (FYE 2030)	Thereafter
$ 1,601	$ 1,466	$ 1,466	$ 135	$ -	$ -	$ -	$ -
17,808	4,933	4,933	4,933	4,933	3,009	-	-
(81,247)	(12,616)	(12,616)	(12,616)	(12,616)	(12,616)	(12,616)	(18,167)
129,866	17,455	17,455	17,455	17,455	17,455	17,455	42,591
5,015	600	600	600	600	600	600	2,015
(79,368)	(8,480)	(8,480)	(8,480)	(8,480)	(8,480)	(8,480)	(36,968)
-	3,673	-	-	-	-	-	-
(53,312)	(53,312)	(53,312)	-	-	-	-	-
182,325	91,163	91,163	91,162	-	-	-	-
26,228	8,743	8,743	8,743	8,742	-	-	-
(44,010)	(11,002)	(11,002)	(11,002)	(11,002)	(11,004)	-	-
(22,345)	(20,500)	(20,500)	(1,845)	-	-	-	-
(132,482)	(36,698)	(36,698)	(36,698)	(36,698)	(22,388)	-	-
7,855	1,220	1,220	1,220	1,220	1,220	1,220	1,755
(11,725)	(1,403)	(1,403)	(1,403)	(1,403)	(1,403)	(1,403)	(4,710)
117,106	12,511	12,511	12,511	12,511	12,511	12,511	54,551

Accounting Information
(Continued)

City Contributions to the Plan

City contributions to the Plan occur as benefits are paid to or on behalf of retirees and/or as contributions are made to the OPEB trust. Benefit payments may occur in the form of direct payments for premiums ("explicit subsidies") and/or indirect payments to retirees in the form of higher premiums for active employees ("implicit subsidies"). For details on Important Background Information, see Appendices.

The City reported the following OPEB contributions paid during the measurement period.

For the Measurement Period, Jul 1, 2023 through Jun 30, 2024	City of Sierra Madre
City	
(a) Contribution To CERBT	$ 54,122
(b) Benefits Paid Directly To or On Behalf of Retirees	61,649
(c) Implicit Subsidy Payment	33,935
CERBT	
(d) Benefits Paid Directly To or On Behalf of Retirees	-
(e) Reimbursements to City	-
Total Benefits Paid During the MP, (b)+(c)+(d)	95,584
City Contribution During the MP, (a)+(b)+(c)-(e)	149,706

The City reported the following OPEB contributions as made after the measurement date and prior to the current fiscal year end.

For the Fiscal Year, Jul 1, 2024 through Jun 30, 2025	City of Sierra Madre
City	
(f) Contribution To CERBT	$ 30,208
(g) Benefits Paid Directly To or On Behalf of Retirees	70,777
(h) Implicit Subsidy Payment	52,424
CERBT	
(i) Benefits Paid Directly To or On Behalf of Retirees	-
(j) Reimbursements to City	-
Total Benefits Paid During the Current FY, (g)+(h)+(i)	123,201
City Contribution During the Current FY, (f)+(g)+(h)-(j)	153,409

Accounting Information
(Continued)

Projected Benefit Payments (15-year projection)

The following is an estimate of other post-employment benefits to be paid on behalf of current retirees and current employees expected to retire from the City. Expected annual benefits have been projected on the basis of the actuarial assumptions outlined in Section 3.

These projections do not include any benefits expected to be paid on behalf of current active employees *prior to* retirement, nor do they include any benefits for potential *future employees* (i.e., those who might be hired in future years).

Projected Annual Benefit Payments							
Fiscal Year Ending June 30	Explicit Subsidy			Implicit Subsidy			Total
	Current Retirees	Future Retirees	Total	Current Retirees	Future Retirees	Total	
2025	70,777	-	70,777	52,424	-	52,424	123,201
2026	54,128	32,109	86,237	21,171	39,950	61,121	147,358
2027	45,132	40,977	86,109	7,928	51,996	59,924	146,033
2028	45,553	49,597	95,150	9,044	58,631	67,675	162,825
2029	46,760	58,214	104,974	10,222	67,479	77,701	182,675
2030	47,927	67,531	115,458	11,429	85,342	96,771	212,229
2031	49,043	63,796	112,839	12,655	80,617	93,272	206,111
2032	50,093	58,924	109,017	13,894	88,670	102,564	211,581
2033	51,063	54,340	105,403	15,146	90,314	105,460	210,863
2034	51,938	61,291	113,229	16,411	105,032	121,443	234,672
2035	52,700	68,160	120,860	17,680	111,122	128,802	249,662
2036	53,345	75,205	128,550	18,940	110,052	128,992	257,542
2037	53,854	65,760	119,614	20,151	93,599	113,750	233,364
2038	54,194	73,502	127,696	21,260	90,711	111,971	239,667
2039	54,337	81,761	136,098	22,210	89,766	111,976	248,074

The amounts shown in the Explicit Subsidy table reflect the expected payment by the City toward retiree medical premiums in each of the years shown. The amounts are shown separately, and in total, for those retired on the valuation date ("current retirees") and those expected to retire after the valuation date ("future retirees").

The amounts shown in the Implicit Subsidy table reflect the estimated excess of retiree medical and prescription drug claims over the premiums expected to be charged during the year for retirees' coverage. These amounts are also shown separately and in total for those currently retired on the valuation date and for those expected to retire in the future.



Accounting Information
(Concluded)

Sample Journal Entries

OPEB Accounts at Beginning of Fiscal Year	*By Source*		*Sources Combined*	
	Debit	**Credit**	**Debit**	**Credit**
Net OPEB Liability		243,994		243,994
Deferred Outflow:				
Assumption Changes	178,744			
Plan Experience	9,075			
Investment Experience	312,132			
Contribution Subsequent to MD	149,706			
Deferred Outflows			649,657	
Deferred Inflow:				
Assumption Changes		93,863		
Plan Experience		225,153		
Investment Experience		106,624		
Deferred Inflows				425,640

Record Benefits Paid to Retirees	**Debit**	**Credit**
Net OPEB Liability	70,777	
Cash		70,777

Record Contributions to the Trust	**Debit**	**Credit**
Net OPEB Liability	30,208	
Cash		30,208

Record Implicit Subsidy Payment	**Debit**	**Credit**
Net OPEB Liability	52,424	
Premium Expense		52,424

Record End of Year Updates to OPEB Accounts	*By Source*		*Sources Combined*	
	Debit	**Credit**	**Debit**	**Credit**
Net OPEB Liability		133,381		133,381
Deferred Outflow:				
Assumption Changes		24,454		
Plan Experience	115,886			
Investment Experience		103,579		
Contribution Subsequent to MD	3,703			
Deferred Outflows				8,444
Deferred Inflow:				
Assumption Changes		66,752		
Plan Experience	58,601			
Investment Experience	9,302			
Deferred Inflows			1,151	
OPEB Expense	140,674		140,674	

D. Funding Information

Prefunding (setting aside funds to accumulate in an irrevocable OPEB trust) has certain advantages, one of which is the ability to (potentially) use a higher discount rate in the determination of liabilities for GASB 75 reporting purposes. The City has been prefunding its OPEB liability by contributing 100% or more of the Actuarially Determined Contribution (ADC) each year.

Different terminology is sometimes used by actuaries and accountants when referring to key liability and expense components. Here are some of these terms which are often interchangeable:

Actuarial Funding Terminology	GASB 75 Terminology
Present Value of Projected Benefits (PVPB)	N/A; typically not reported for accounting purposes
Actuarially Accrued Liability (AAL)	Total OPEB Liability (TOL)
Market Value of Assets	Fiduciary Net Position
Unfunded Actuarially Accrued Liability (UAAL)	Net OPEB Liability
Normal Cost	Service Cost

The City approved development of Actuarially Determined Contributions (ADC) based on the following two components, which are then adjusted with interest to the City's fiscal year end:

- The amounts attributed to service performed in the current fiscal year (the normal cost) and
- Amortization of the unfunded actuarial accrued liability (UAAL).

The ADC determined for the City's fiscal year ending June 30, 2025 was developed based on the June 30, 2023 actuarial valuation using a 5.6% discount rate. A summary is shown below:

Discount Rate		**5.60%**
Actuarial Accrued Liability (projected)	$	2,580,176
Actuarial Value of Assets (projected)		2,343,441
Unfunded Actuarial Accrued Liability (UAAL)		236,735
Amortization Factor*		14.9737
Actuarially Determined Contribution for FYE 2025		
Normal Cost		129,464
Amortization of UAAL		15,810
Interest to Fiscal Year End		8,135
Total ADC	**$**	**153,409**

*Determined on a level dollar basis over a closed 30 year period; 29 years remain for FYE 2025

The ADC determined on this basis should provide for trust sufficiency, based on the current plan provisions and employee data, if all assumptions are realized *and providing that the City contribute 100% or more of the total ADC each year*. When an agency commits to funding the trust at or above the ADC, GASB 75 allows use of the expected long term trust return to be used as the discount rate in determining the plan liability. Even so, the ADC developed on this basis does not guarantee trust sufficiency due to the non-trivial risk that the assumptions used to determine plan contributions may not be realized.



E. Certification

The purpose of this report is to provide actuarial information in compliance with Statement 75 of the Governmental Accounting Standards Board (GASB 75) for other postemployment benefits provided by the City of Sierra Madre (the City). We summarized the benefits in this report and our calculations were based on our understanding of the benefits described herein.

In preparing this report we relied without audit on information provided by the City. This information includes, but is not limited to, plan provisions, census data, and financial information. We performed a limited review of this data and found the information to be reasonably consistent. The accuracy of this report is dependent on this information and if any of the information we relied on is incomplete or inaccurate, then the results reported herein will be different from any report relying on more accurate information.

We consider the actuarial assumptions and methods used in this report to be individually reasonable under the requirements imposed by GASB 75 and taking into consideration reasonable expectations of plan experience. The results provide an estimate of the plan's financial condition at one point in time. Future actuarial results may be significantly different due to a variety of reasons including, but not limited to, demographic and economic assumptions differing from future plan experience, changes in plan provisions, changes in applicable law, or changes in the value of plan benefits relative to other alternatives available to plan members.

Alternative assumptions may also be reasonable; however, demonstrating the range of potential plan results based on alternative assumptions was beyond the scope of our assignment except to the limited extent required by GASB 75. Plan results for accounting purposes may be materially different than results obtained for other purposes such as plan termination, liability settlement, or underlying economic value of the promises made by the plan.

This report is prepared solely for the use and benefit of the City and may not be provided to third parties without prior written consent of MacLeod Watts. Exceptions are: The City may provide copies of this report to their professional accounting and legal advisors who are subject to a duty of confidentiality, and the City may provide this work to any party if required by law or court order. No part of this report should be used as the basis for any representations or warranties in any contract or agreement without the written consent of MacLeod Watts.

The undersigned actuaries are unaware of any relationship that might impair the objectivity of this work. Nothing within this report is intended to be a substitute for qualified legal or accounting counsel. The signing actuaries are members of the American Academy of Actuaries and meet the qualification standards for rendering this opinion.

Signed: August 15, 2025

Catherine L. MacLeod, FSA, FCA, MAAA	J. Kevin Watts, FSA, FCA, MAAA

F. Supporting Information

Section 1 - Summary of Employee Data

Active employees: The City reported 94 active members in the data provided to us for the June 30, 2023 valuation. Of these, 73 were enrolled in the medical program, with 21 waiving coverage as of the valuation date.

Distribution of Benefits-Eligible Active Employees								
	Years of Service							
Current Age	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 & Up	Total	Percent
Under 25	2						2	2%
25 to 29	3	6	1				10	11%
30 to 34	3	8	2				13	14%
35 to 39	3	7	3	1			14	15%
40 to 44	5	3	4	2			14	15%
45 to 49	2	2	1	2	1	2	10	11%
50 to 54		6	5	2	2	2	17	18%
55 to 59	1	1	1	1	1	4	9	10%
60 to 64		1	1	1		2	5	5%
65 to 69							0	0%
70 & Up							0	0%
Total	19	34	18	9	4	10	**94**	**100%**
Percent	20%	36%	19%	10%	4%	11%	**100%**	

Valuation	June 2021	June 2023
Average Attained Age for Actives	40.7	42.8
Average Years of Service	6.8	7.3

Retirees: There are also 21 retirees and 1 survivor receiving benefits under this program on the valuation date. The average age at retirement and average current age are summarized in the chart below.

Retirees by Age				
Current Age	Misc	Police	Total	Percent
Below 50	0	1	1	5%
50 to 54	0	0	0	0%
55 to 59	0	0	0	0%
60 to 64	2	1	3	14%
65 to 69	4	5	9	41%
70 to 74	3	2	5	23%
75 to 79	2	2	4	18%
80 & up	0	0	0	0%
Total	**11**	**11**	**22**	**100%**
Average Age:				
On 6/30/2023	68.8	67.8	68.3	
At retirement	59.6	54.1	56.8	

Supporting Information
(Continued)

Section 1 - Summary of Employee Data
(continued)

Summary of Plan Member Counts: The number of members currently or potentially eligible to receive benefits under the OPEB plan are required to be reported in the notes to the financial statements.

Summary of Plan Member Counts	
Number of active plan members	94
Number of inactive plan members currently receiving benefits	22
Number of inactive plan members entitled to but not receiving benefits	22

Supporting Information
(Continued)

Section 2 - Summary of Retiree Benefit Provisions

OPEB provided: The City reported that the only OPEB provided is retiree medical coverage.

Access to coverage: Medical coverage is currently provided through CalPERS as permitted under the Public Employees' Medical and Hospital Care Act (PEMHCA). This coverage requires the employee to satisfy the requirements for retirement under CalPERS: either (a) attainment of age 50 (age 52 if PEPRA Miscellaneous) with 5 years of State or public agency service or (b) an approved disability retirement.

The employee must begin his or her retirement (pension) benefit within 120 days of terminating employment with the City to be eligible to continue medical coverage through the City and be entitled to the benefits described below. It is the timing of initiating retirement benefits and not timing of enrollment in the medical program which determines whether the retiree qualifies for lifetime medical coverage and any benefits defined in the PEMHCA resolution.

Once eligible, coverage may be continued at the retiree's option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage. If an eligible employee is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement, during any future open enrollment period or with a qualifying life event.

Benefits provided: Under PEMHCA, the City is required to contribute toward retiree premiums for the retiree's lifetime (and generally for the surviving spouse's lifetime) or until coverage is discontinued. For certain qualifying retirees, the City provides temporary additional benefits beyond those required under PEMHCA, based on employee agreements. The following is a summary of these benefits:

- *PEMHCA required benefits*: All employees who retire from the City (including disability retirement) and continue coverage in the CalPERS medical program are eligible for the benefit provided in the PEMHCA resolutions. Those resolutions provide for the City to contribute toward retiree premiums according to the following:

  (a) 5% *times*

  (b) the number of prior years the City has been contracted with PEMHCA *times*

  (c) the monthly contracted PEMHCA contribution the employer makes toward active employee health benefits, which was $151 per month in 2023, $157 per month in 2024 and increased to $158 per month in 2025.

  Retiree PEMHCA benefits should be equal to active employee PEMHCA benefits after each group has been covered under contract with CalPERS for 20 or more years. The City's monthly PEMHCA contribution toward health plan benefits for retirees as of valuation date was $151 for all retirees, since all employee groups have been contracted with CalPERS for over 20 years.

Supporting Information
(Continued)

Section 2 - Summary of Retiree Benefit Provisions
(Continued)

- *Temporary additional retiree medical benefits*: For certain employee groups[3], in addition to the benefits described above, the City also provides the following monthly subsidy toward retiree (single coverage) medical premiums until the retiree reaches age 65. Specifically:

  - For CEA, Executive Management and Confidential/Exempt employees hired before October 15, 1995, and POA employees hired on or before December 22, 2011, who meet the requirements for CalPERS retirement (including disability retirement):

    5% times the number of years worked for the City (up to a maximum of 100%) times the lowest cost premium in Region 3.

  - For CEA, Executive Management and Confidential/Exempt employees hired on or after October 15, 1995, and POA employees hired after December 22, 2011, who retire (including disability retirement) at age 60 or older with at least 30 years of service with the City:

    100% of the lowest cost premium in Region 3.

  The lowest cost premium in Region 3 available to retirees in 2025 is the Health Net Salud y Mas plan with a monthly premium of $714.40.

Current premium rates: The 2025 CalPERS monthly medical plan rates in the Region 3 rate group are shown in the table below. If different rates apply where the member resides outside of this area, those rates are reflected in the valuation but not listed here. The CalPERS administration fee is assumed to be expensed each year and has not been projected as an OPEB liability in this valuation.

Region 3 2025 Health Plan Rates						
	Actives and Pre-Med Retirees			Medicare Eligible Retirees		
Plan	Ee Only	Ee & 1	Ee & 2+	Ee Only	Ee & 1	Ee & 2+
Anthem Select HMO	916.88	1,833.76	2,383.89	487.56	975.12	1,525.25
Anthem Traditional HMO	1,065.46	2,130.92	2,770.20	487.56	975.12	1,614.40
Blue Shield Access+ HMO	828.48	1,656.96	2,154.05	448.28	896.56	1,393.65
Blue Shield Trio HMO	738.11	1,476.22	1,919.09	448.28	896.56	1,339.43
Health Net Salud y Más	714.40	1,428.80	1,857.44	*Not Available*		
Kaiser*	926.52	1,853.04	2,408.95	408.31	816.62	1,372.53
PORAC	970.00	1,951.00	2,484.00	507.00	1,123.00	1,651.00
PERS Gold	868.15	1,736.30	2,257.19	546.13	1,092.26	1,613.15
PERS Platinum	1,263.73	2,527.46	3,285.70	584.70	1,169.40	1,927.64
UHC Harmony	756.28	1,512.56	1,966.33	442.25	884.50	1,338.27

**Medicare rates shown are for Kaiser Senior Advantage Summit*

[3] The City confirmed that neither Fire employees (SMPFA) nor unrepresented employees are not currently eligible for any retiree medical benefits in excess of those provided by the applicable PEMHCA Resolution.

Supporting Information
(Continued)

Section 3 - Actuarial Methods and Assumptions

The ultimate real cost of an employee benefit plan is the value of all benefits and other expenses of the plan over its lifetime. These payments depend only on the terms of the plan and the administrative arrangements adopted. The actuarial assumptions are used to estimate the cost of these benefits; the funding method spreads the expected costs on a level basis over the life of the plan.

Important Dates

Fiscal Year End	June 30, 2025
GASB 75 Measurement Date	June 30, 2024 (last day of the prior fiscal year)
Valuation Date	June 30, 2023

Valuation Methods

Funding Method	Entry Age Normal Cost, level percent of pay
Asset Valuation Method	Market value of assets
Participants Valued	Only current active employees and retired participants and covered dependents are valued. No future entrants are considered in this valuation.
Development of Age-related Medical Premiums	Actual premium rates for retirees and their spouses were adjusted to an age-related basis by applying medical claim cost factors developed from the data presented in the report, "Health Care Costs – From Birth to Death", sponsored by the Society of Actuaries. A description of the use of claims cost curves can be found in MacLeod Watts's Age Rating Methodology (see Appendices). Pre-Medicare retiree premiums are blended with premiums for active members. Monthly baseline premium costs were set equal to the active single premiums shown in the chart in Section 2. Representative claim costs derived from the dataset provided by CalPERS are shown in the chart on the following page. Estimated age-based claims were applied for all retirees not yet eligible for Medicare. Medicare-eligible retirees are covered by plans which are rated solely on the experience of Medicare retirees with no subsidy by active employee premiums. Because the City's contribution is less than the lowest age adjusted premium, there is no pool subsidy to be recognized as a City liability. Age-based claims were not used for Medicare retirees in this valuation.

ods and Assumptions

d Medical Premiums (continued)

	Expected Monthly Claims by Medical Plan for Selected Ages - Male												
	Non-Medicare Retirees					Medicare Retirees							
	50	53	56	59	62	65	70	75	80	85	90	95	
MO	$ 876	$ 1,033	$ 1,200	$ 1,375	$ 1,564	*Claims not developed for Medicare Advantage plans*							
y Más	742	875	1,017	1,165	1,325	*Plan not available to Medicare retirees*							
	853	1,006	1,169	1,340	1,523	*Claims not developed for Medicare Advantage plans*							
	1,248	1,472	1,710	1,960	2,228	497	557	605	634	626	598	593	
MO	$ 893	$ 1,053	$ 1,223	$ 1,401	$ 1,593	*Claims not developed for Medicare Advantage plans*							
nal HMO	1,129	1,331	1,546	1,772	2,015	*Claims not developed for Medicare Advantage plans*							
ss+ HMO	864	1,019	1,184	1,357	1,542	*Claims not developed for Medicare Advantage plans*							
HMO	617	727	845	968	1,101	*Claims not developed for Medicare Advantage plans*							
y Más	607	716	831	953	1,083	*Plan not available to Medicare retirees*							
	846	997	1,159	1,328	1,510	*Claims not developed for Medicare Advantage plans*							
	1,034	1,219	1,416	1,623	1,845	$ 436	$ 488	$ 530	$ 555	$ 548	$ 523	$ 519	
	908	1,071	1,244	1,426	1,621	469	526	571	598	590	564	559	
	1,281	1,510	1,754	2,010	2,285	497	557	605	634	626	598	593	
	642	757	879	1,007	1,145	*Claims not developed for Medicare Advantage plans*							
	710	838	973	1,115	1,268	$ 436	$ 488	$ 530	$ 555	$ 548	$ 523	$ 519	
	938	1,106	1,285	1,473	1,674	497	557	605	634	626	598	593	

ods and Assumptions

d Medical Premiums (continued)

	Expected Monthly Claims by Medical Plan for Selected Ages - Female												
	Non-Medicare Retirees					Medicare Retirees							
	50	53	56	59	62	65	70	75	80	85	90	95
HMO	$ 1,086	$ 1,192	$ 1,283	$ 1,387	$ 1,529	*Claims not developed for Medicare Advantage plans*						
onal HMO	1,412	1,551	1,669	1,803	1,988	*Claims not developed for Medicare Advantage plans*						
ess+ HMO & E	1,218	1,337	1,439	1,555	1,714	*Claims not developed for Medicare Advantage plans*						
HMO	935	1,026	1,104	1,193	1,316	*Claims not developed for Medicare Advantage plans*						
d y Más	920	1,010	1,087	1,175	1,295	*Plan not available to Medicare retirees*						
	1,058	1,161	1,250	1,351	1,489	*Claims not developed for Medicare Advantage plans*						
	1,547	1,699	1,828	1,976	2,178	476	539	583	609	615	602	592
HMO	$ 1,106	$ 1,215	$ 1,307	$ 1,413	$ 1,557	*Claims not developed for Medicare Advantage plans*						
onal HMO	1,399	1,537	1,653	1,787	1,970	*Claims not developed for Medicare Advantage plans*						
ess+ HMO	1,071	1,176	1,266	1,368	1,508	*Claims not developed for Medicare Advantage plans*						
HMO	764	839	903	976	1,076	*Claims not developed for Medicare Advantage plans*						
d y Más	752	826	889	960	1,059	*Plan not available to Medicare retirees*						
	1,048	1,151	1,239	1,339	1,476	*Claims not developed for Medicare Advantage plans*						
	1,282	1,407	1,514	1,636	1,804	$ 417	$ 472	$ 511	$ 534	$ 538	$ 527	$ 519
	1,126	1,236	1,330	1,438	1,585	449	508	550	575	580	568	559
	1,587	1,743	1,876	2,027	2,234	476	539	583	609	615	602	592
	795	873	940	1,016	1,120	*Claims not developed for Medicare Advantage plans*						
	880	967	1,040	1,124	1,239	$ 417	$ 472	$ 511	$ 534	$ 538	$ 527	$ 519
	1,163	1,277	1,374	1,485	1,637	476	539	583	609	615	602	592

Supporting Information
(Continued)

Section 3 - Actuarial Methods and Assumptions

Economic Assumptions

Long Term Return on Assets	5.9% as of June 30, 2024 and 5.6% as of June 30, 2023
Discount Rate	5.9% as of June 30, 2024 and 5.6% as of June 30, 2023
General Inflation Rate	2.5% per year
Salary Increase	3.0% per year. Since benefits do not depend on salary, this is used to allocate the cost of benefits between service years and to determine the amortization payment component of the Actuarially Determined Contributions.
Healthcare Trend	Medical plan premiums and estimated claims costs by age are assumed to increase once each year. The increases over the prior year's levels are assumed to be effective on the dates shown below:

Effective January 1	Premium Increase	Effective January 1	Premium Increase
2025	Actual	2044-2049	4.7%
2026	6.0%	2050-2059	4.6%
2027	5.5%	2060-2065	4.5%
2028	5.4%	2066-2067	4.4%
2029	5.3%	2068-2069	4.3%
2030	5.2%	2070	4.2%
2031	5.1%	2071-2072	4.1%
2032-2037	5.0%	2073-2074	4.0%
2038-2039	4.9%	2075	3.9%
2040-2043	4.8%	& Later	3.9%

The healthcare trend shown above was developed using the Getzen Model 2023 published by the Society of Actuaries using the following settings: CPI 2.5%; Real GDP Growth 1.4%; Excess Medical Growth 1.0%; Expected Health Share of GDP in 2032 20%; Resistance Point 21%; Year after which medical growth is limited to growth in GDP 2075.

The PEMHCA minimum employer contribution is assumed to increase by 4.0% per year.

Supporting Information
(Continued)

Section 3 - Actuarial Methods and Assumptions

Participant Election Assumptions

Participation Rate

A*ctive participants:* The rates at which employees are assumed to elect coverage in retirement vary by the level of benefit for which they qualify:

(a) Those entitled to only the PEMHCA benefit are assigned a 55% probability of electing coverage in retirement, if currently covered by a CalPERS medical plan, and 15% if not currently covered under a CalPERS medical plan.

(b) 100% of those entitled to a benefit greater than the PEMHCA benefit are assumed to continue coverage.

All employees are assumed to maintain the same medical plan election in retirement, or, if currently waiving coverage, to select the Kaiser Region 3 plan.

Retired participants: Existing medical plan elections are assumed to be continued until the retiree's death. For current retirees under age 65 receiving additional MOU benefits, only 60% are assumed to continue coverage after age 65.

Spouse Coverage

Active employees:

Benefit Level	% Spouse Coverage
Temporary Additional Benefit	55%
MEC Only	40%

Surviving spouses are assumed to retain coverage until their death. Husbands are assumed to be 3 years older than their wives.

Retired participants: Existing elections for spouse coverage are assumed to be continued until the spouse's death. Actual spouse ages are used, where known; if not, husbands are assumed to be 3 years older than their wives.

Spouse gender is assumed to be the opposite of the employee.

Medicare Eligibility

Absent contrary data, all individuals are assumed to be eligible for Medicare Parts A and B at age 65.

Supporting Information
(Concluded)

Section 3 - Actuarial Methods and Assumptions

Demographic Assumptions

Demographic actuarial assumptions used in this valuation are based on the 2021 experience study of the California Public Employees Retirement System using data from 1997 to 2019, except for a different basis used to project future mortality improvements.

Mortality Improvement — MacLeod Watts Scale 2022 applied generationally from 2017 (see Appendices)

Service Retirement Rates

	Safety	Misc
Classic:	3% @ 55	2.5% @ 55
PEPRA:	2.7% @ 57	2% @ 62

For sample rates of assumed mortality, service and disability retirement and separation (termination) prior to retirement at selected ages, please refer to our June 30, 2023, valuation report and/or the CalPERS experience study referenced above.

Software and Models Used in the Valuation

ProVal - MacLeod Watts utilizes ProVal, a licensed actuarial valuation software product from Winklevoss Technologies (WinTech) to project future retiree benefit payments and develop the OPEB liabilities presented in this report. ProVal is widely used by the actuarial community. We review results at the plan level and for individual sample lives and find them to be reasonable and consistent with the results we expect. We are not aware of any material inconsistencies or limitations in the software that would affect this actuarial valuation.

Age-based premiums model – developed internally and reviewed by an external consultant at the time it was developed. See discussion on Development of Age-Related Medical Premiums and Appendices.

Getzen model – published by the Society of Actuaries; used to derive medical trend assumptions described earlier in this section.

Changes in assumptions or methods since the prior Measurement Date

Trust rate of return and discount rate — Increased from 5.6% to 5.9%, net of plan investment expenses, based on updated projected annual benefits applied to the most recent CalPERS information on expected investment returns (June 2024).

Plan Experience Reflected on the Measurement Date

Medical Premiums — Actual 2025 premium rates were significantly higher than expected; we reflected the actual increases for each plan in this report in lieu of an assumed 6.5% increase over the 2024 premium rates.

Appendix 1: Important Background Information

General Types of Other Post-Employment Benefits (OPEB)

Post-employment benefits other than pensions (OPEB) comprise a part of compensation that employers offer for services received. The most common OPEB are medical, prescription drug, dental, vision, and/or life insurance coverage. Other OPEB may include outside group legal, long-term care, or disability benefits outside of a pension plan. OPEB does not generally include COBRA, vacation, sick leave (unless converted to defined benefit OPEB), or other direct retiree payments.

A direct employer payment toward the cost of OPEB benefits is referred to as an "explicit subsidy". In addition, if claims experience of employees and retirees are pooled when determining premiums, retiree premiums are based on a pool of members which, on average, are younger and healthier. For certain types of coverage such as medical insurance, this results in an "implicit subsidy" of retiree premiums by active employee premiums since the retiree premiums are lower than they would have been if retirees were insured separately. GASB 75 and Actuarial Standards of Practice generally require that an implicit subsidy of retiree premium rates be valued as an OPEB liability.

<table>
<tr><td colspan="3">Expected retiree claims</td></tr>
<tr><td colspan="2">Premium charged for retiree coverage</td><td>Covered by higher active premiums</td></tr>
<tr><td>Retiree portion of premium</td><td>Agency portion of premium
Explicit subsidy</td><td>Implicit subsidy</td></tr>
</table>

This chart shows the sources of funds needed to cover expected medical claims for pre-Medicare retirees. The portion of the premium paid by the Agency does not impact the amount of the implicit subsidy.

Under GASB 45, for actuarial valuations dated prior to March 31, 2015, an exception allowed plan employers with a very small membership in a large "community-rated" healthcare program to avoid reporting of implicit subsidy liability. Following a change in Actuarial Standards of Practice and in accordance with GASB 75 requirements, this exception is no longer available.

Valuation Process

The valuation was based on employee census data and benefits provided by the City. A summary of the employee data is provided in Section 1 and a summary of the benefits provided under the Plan is provided in Section 2. While individual employee records were reviewed to verify that they are reasonable in various respects, the data has not been audited, and we have otherwise relied on the City as to its accuracy. The valuation was based on the actuarial methods and assumptions described in Section 3.

In developing the projected benefit values and liabilities, we first determine an expected premium or benefit stream over the employee's future retirement. Benefits may include both direct employer payments (explicit subsidies) and/or an implicit subsidy, arising when retiree premiums are expected to be subsidized by active employee premiums. The projected benefit streams reflect assumed trends

Important Background Information
(Continued)

in the cost of those benefits and assumptions as to the expected date(s) when benefits will end. We then apply assumptions regarding:

- The probability that each individual employee will or will not continue in service to receive benefits.
- The probability of when such retirement will occur for each retiree, based on current age, service and employee type; and
- The likelihood that future retirees will or will not elect retiree coverage (and benefits) for themselves and/or their dependents.

We then calculate the present value of these benefits by discounting the value of each future expected benefit payment, multiplied by the assumed expectation that it will be paid, back to the valuation date using the discount rate. These benefit projections and liabilities have a very long time horizon. The final payments for currently active employees may not be made for many decades.

The resulting present value for each employee is allocated as a level percent of payroll each year over the employee's career using the entry age normal cost method and the amounts for each individual are then summed to get the results for the entire plan. This creates a cost expected to increase each year as payroll increases. Amounts attributed to prior fiscal years form the "Total OPEB Liability". The OPEB cost allocated for active employees in the current year is referred to as "Service Cost".

Where contributions have been made to an irrevocable OPEB trust, the accumulated value of trust assets ("Fiduciary Net Position") is applied to offset the "Total OPEB Liability", resulting in the "Net OPEB Liability". If a plan is not being funded, then the Net OPEB Liability is equal to the Total OPEB Liability.

It is important to remember that an actuarial valuation is, by its nature, a projection of one possible future outcome based on many assumptions. To the extent that actual experience is not what we assumed, future results will differ. Some possible sources of future differences may include:

- A significant change in the number of covered or eligible plan members;
- A significant increase or decrease in the future premium rates;
- A change in the subsidy provided by the Agency toward retiree premiums;
- Longer life expectancies of retirees;
- Significant changes in estimated retiree healthcare claims by age, relative to healthcare claims for active employees and their dependents;
- Higher or lower returns on plan assets or contribution levels other than were assumed; and/or
- Changes in the discount rate used to value the OPEB liability

Important Background Information
(Continued)

Requirements of GASB 75

The Governmental Accounting Standards Board (GASB) issued GASB Statement No. 75, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This Statement establishes standards for the measurement, recognition, and disclosure of OPEB expense and related liabilities (assets), note disclosures, and required supplementary information (RSI) in the financial reports of state and local governmental employers.

Important Dates

GASB 75 requires that the information used for financial reporting falls within prescribed timeframes. Actuarial valuations of the total OPEB liability are generally required at least every two years. If a valuation is not performed as of the Measurement Date, then liabilities are required to be based on roll forward procedures from a prior valuation performed no more than 30 months and 1 day prior to the most recent year-end. In addition, the net OPEB liability is required to be measured as of a date no earlier than the end of the prior fiscal year (the "Measurement Date").

Recognition of Plan Changes and Gains and Losses

Under GASB 75, gains and losses related to changes in Total OPEB Liability and Fiduciary Net Position are recognized in OPEB expense systematically over time.

- *Timing of recognition*: Changes in the Total OPEB Liability relating to changes in plan benefits are recognized immediately (fully expensed) in the year in which the change occurs. Gains and Losses are amortized, with the applicable period based on the type of gain or loss. The first amortized amounts are recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense.

- *Deferred recognition periods:* These periods differ depending on the source of the gain or loss.

Difference between projected and actual trust earnings:	5-year straight-line recognition
All other amounts:	Straight-line recognition over the expected average remaining service lifetime (EARSL) of all members that are provided with benefits, determined as of the beginning of the Measurement Period. In determining the EARSL, all active, retired and inactive (vested) members are counted, with the latter two groups having 0 remaining service years.

Important Background Information
(Continued)

Implicit Subsidy Plan Contributions

An implicit subsidy occurs when estimated retiree claims exceed the premiums charged for retiree coverage. When this occurs, we expect part of the premiums paid for active employees to cover a portion of retiree claims. This transfer represents the current year's "implicit subsidy". Because GASB 75 treats payments to an irrevocable trust *or directly to the insurer* as employer contributions, each year's implicit subsidy is treated as a contribution toward the payment of retiree benefits.

The following hypothetical example illustrates this treatment:

Hypothetical Illustration of Implicit Subsidy Recognition	For Active Employees	For Retired Employees
Prior to Implicit Subsidy Adjustment		
Premiums Paid by Agency During Fiscal Year	$ 411,000	$ 48,000
Accounting Treatment	Compensation Cost for Active Employees	Contribution to Plan & Benefits Paid from Plan
After Implicit Subsidy Adjustment		
Premiums Paid by Agency During Fiscal Year	$ 411,000	$ 48,000
Implicit Subsidy Adjustment	(23,000)	23,000
Accounting Cost of Premiums Paid	$ 388,000	$ 71,000
Accounting Treatment Impact	Reduces Compensation Cost for Active Employees	Increases Contributions to Plan & Benefits Paid from Plan

The example above shows that total payments toward active and retired employee healthcare premiums is the same, but for accounting purposes part of the total is shifted from actives to retirees. This shifted amount is recognized as an OPEB contribution and reduces the current year's premium expense for active employees.

Discount Rate

When the financing of OPEB liabilities is on a pay-as-you-go basis, GASB 75 requires that the discount rate used for valuing liabilities be based on the yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher (or equivalent quality on another rating scale). When a plan sponsor makes regular, sufficient contributions to a trust in order to prefund the OPEB liabilities, GASB 75 allows use of a rate up to the expected rate of return of the trust. Therefore, prefunding has an advantage of potentially being able to report overall lower liabilities due to future expected benefits being discounted at a higher rate.

Important Background Information
(Concluded)

Actuarial Funding Method and Assumptions

The "ultimate real cost" of an employee benefit plan is the value of all benefits and other expenses of the plan over its lifetime. These expenditures are dependent only on the terms of the plan and the administrative arrangements adopted, and as such are not affected by the actuarial funding method.

The actuarial funding method attempts to spread recognition of these expected costs on a level basis over the life of the plan, and as such sets the "incidence of cost". GASB 75 specifically requires that the actuarial present value of projected benefit payments be attributed to periods of employee service using the Entry Age Actuarial Cost Method, with each period's service cost determined as a level percentage of pay.

The results of this report may not be appropriate for other purposes, where other assumptions, methodology and/or actuarial standards of practice may be required or more suitable.

Appendix 2: MacLeod Watts Age Rating Methodology

Both accounting standards (e.g., GASB 75) and actuarial standards (e.g., ASOP 6) require that expected retiree claims, not just premiums paid, be reflected in most situations where an actuary is calculating retiree healthcare liabilities. Unfortunately, the actuary is often required to perform these calculations without any underlying claims information. In most situations, the information is not available, but even when available, the information may not be credible due to the size of the group being considered.

Actuaries have developed methodologies to approximate healthcare claims from the premiums being paid by the plan sponsor. Any methodology requires adopting certain assumptions and using general studies of healthcare costs as substitutes when there is a lack of credible claims information for the specific plan being reviewed.

Premiums paid by sponsors are often uniform for all employee and retiree ages and genders, with a drop in premiums for those participants who are Medicare-eligible. While the total premiums are expected to pay for the total claims for the insured group, on average, the premiums charged would not be sufficient to pay for the claims of older insureds and would be expected to exceed the expected claims of younger insureds. An age-rating methodology takes the typically uniform premiums paid by plan sponsors and spreads the total premium dollars to each age and gender intended to better approximate what the insurer might be expecting in actual claims costs at each age and gender.

The process of translating premiums into expected claims by age and gender generally follows the steps below.

1. *Obtain or Develop Relative Medical Claims Costs by Age, Gender, or other categories that are deemed significant*. For example, a claims cost curve might show that, if a 50-year-old male has $1 in claims, then on average a 50-year-old female has claims of $1.25, a 30-year male has claims of $0.40, and an 8-year-old female has claims of $0.20. The claims cost curve provides such relative costs for each age, gender, or any other significant factor the curve might have been developed to reflect. Section 3 provides the source of information used to develop such a curve and shows sample relative claims costs developed for the plan under consideration.
2. *Obtain a census of participants, their chosen medical coverage, and the premium charged for their coverage.* An attempt is made to find the group of participants that the insurer considered in setting the premiums they charge for coverage. That group includes the participant and any covered spouses and children. When information about dependents is unavailable, assumptions must be made about spouse age and the number and age of children represented in the population. These assumptions are provided in Section 3.
3. *Spread the total premium paid by the group to each covered participant or dependent based on expected claims.* The medical claims cost curve is used to spread the total premium dollars paid by the group to each participant reflecting their age, gender, or other relevant category. After this step, the actuary has a schedule of expected claims costs for each age and gender for the current premium year. It is these claims costs that are projected into the future by medical cost inflation assumptions when valuing expected future retiree claims.

The methodology described above is dependent on the data and methodologies used in whatever study might be used to develop claims cost curves for any given plan sponsor. These methodologies and assumptions can be found in the referenced paper cited as a source in the valuation report.



Appendix 3: MacLeod Watts Mortality Projection Methodology

Actuarial standards of practice (e.g., ASOP 35, Selection of Demographic and Other Noneconomic Assumptions for Measuring Pension Obligations, and ASOP 6, Measuring Retiree Group Benefits Obligations) indicate that the actuary should reflect the effect of mortality improvement (i.e., longer life expectancies in the future), both before and after the measurement date. The development of credible mortality improvement rates requires the analysis of large quantities of data over long periods of time. Because it would be extremely difficult for an individual actuary or firm to acquire and process such extensive amounts of data, actuaries typically rely on large studies published periodically by organizations such as the Society of Actuaries or Social Security Administration.

As noted in a recent actuarial study on mortality improvement, key principles in developing a credible mortality improvement model would include the following:

(1) Short-term mortality improvement rates should be based on recent experience.
(2) Long-term mortality improvement rates should be based on expert opinion.
(3) Short-term mortality improvement rates should blend smoothly into the assumed long-term rates over an appropriate transition period.

The **MacLeod Watts Scale 2022** was developed from a blending of data and methodologies found in two published sources: (1) the Society of Actuaries Mortality Improvement Scale MP-2021 Report, published in October 2021 and (2) the demographic assumptions used in the 2021 Annual Report of the Board of Trustees of the Federal Old-Age and Survivors Insurance and Federal Disability Insurance Trust Funds, published August 2021.

MacLeod Watts Scale 2022 is a two-dimensional mortality improvement scale reflecting both age and year of mortality improvement. The underlying base scale is Scale MP-2021 which has two segments – (1) historical improvement rates for the period 1951-2017 and (2) an estimate of future mortality improvement for years 2018-2020 using the Scale MP-2021 methodology but utilizing the assumptions obtained from Scale MP-2015. The MacLeod Watts scale then transitions from the 2020 improvement rate to the Social Security Administration (SSA) Intermediate Scale linearly over the 10-year period 2021-2030. After this transition period, the MacLeod Watts Scale uses the constant mortality improvement rate from the SSA Intermediate Scale from 2030-2044. The SSA's Intermediate Scale has a final step down in 2045 which is reflected in the MacLeod Watts scale for years 2045 and thereafter. Over the ages 95 to 118, the SSA improvement rate is graded to zero.

Scale MP-2021 can be found at the SOA website and the projection scales used in the 2021 Social Security Administrations Trustees Report at the Social Security Administration website.



Glossary

Actuarial Funding Method – A procedure which calculates the actuarial present value of plan benefits and expenses, and allocates these expenses to time periods, typically as a normal cost and an actuarial accrued liability

Actuarial Present Value of Projected Benefits (APVPB) – The amount presently required to fund all projected plan benefits in the future. This value is determined by discounting the future payments by an appropriate interest rate and the probability of nonpayment.

CalPERS – Many state governments maintain a public employee retirement system; CalPERS is the California program, covering all eligible state government employees as well as other employees of other governments within California who have elected to join the system

Defined Benefit (DB) – A pension or OPEB plan which defines the monthly income or other benefit which the plan member receives at or after separation from employment

Defined Contribution (DC) – A pension or OPEB plan which establishes an individual account for each member and specifies how contributions to each active member's account are determined and the terms of distribution of the account after separation from employment

Discount Rate - Interest rate used to discount future potential benefit payments to the valuation date. Under GASB 75, if a plan is prefunded, then the discount rate is equal to the expected trust return. If a plan is not prefunded (pay-as-you-go), then the rate of return is based on a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

Expected Average Remaining Service Lifetime (EARSL) – Average of the expected remaining service lives of all employees that are provided with benefits through the OPEB plan (active employees and inactive employees), beginning in the current period

Entry Age Actuarial Cost Method – An actuarial funding method where, for each individual, the actuarial present value of benefits is levelly spread over the individual's projected earnings or service from entry age to the last age at which benefits can be paid

Excise Tax – The Affordable Care Act created an excise tax on the value of employer sponsored coverage which exceeds certain thresholds ("Cadillac Plans"). The tax was repealed in December 2019.

Explicit Subsidy – The projected dollar value of future retiree healthcare costs expected to be paid directly by the Employer, e.g., the Employer's payment of all or a portion of the monthly retiree premium billed by the insurer for the retiree's coverage

Fiduciary Net Position –The value of trust assets used to offset the Total OPEB Liability to determine the Net OPEB Liability.

Government Accounting Standards Board (GASB) – A private, not-for-profit organization which develops generally accepted accounting principles (GAAP) for U.S. state and local governments.

Health Care Trend – The assumed rate(s) of increase in future dollar values of premiums or healthcare claims, attributable to increases in the cost of healthcare; contributing factors include medical inflation, frequency or extent of utilization of services and technological developments.

Implicit Subsidy – The projected difference between future retiree claims and the premiums to be charged for retiree coverage; this difference results when the claims experience of active and retired employees are pooled together, and a 'blended' group premium rate is charged for both actives and retirees; a portion of the active employee premiums subsidizes the retiree premiums.



Glossary
(Continued)

Net OPEB Liability (NOL) – The liability to employees for benefits provided through a defined benefit OPEB. Only assets administered through a trust that meet certain criteria may be used to reduce the Total OPEB Liability.

Net Position – The Impact on Statement of Net Position is the Net OPEB Liability adjusted for deferred resource items

OPEB Expense – The OPEB expense reported in the Agency's financial statement. OPEB expense is the annual cost of the plan recognized in the financial statements.

Other Post-Employment Benefits (OPEB) – Post-employment benefits other than pension benefits, most commonly healthcare benefits but also including life insurance if provided separately from a pension plan

Pay-As-You-Go (PAYGO) – Contributions to the plan are made at about the same time and in about the same amount as benefit payments and expenses coming due

PEMHCA – The Public Employees' Medical and Hospital Care Act, established by the California legislature in 1961, provides community-rated medical benefits to participating public employers. Among its extensive regulations are the requirements that a contracting Agency contribute toward medical insurance premiums for retired annuitants and that a contracting Agency file a resolution, adopted by its governing body, with the CalPERS Board establishing any new contribution.

Plan Assets – The value of cash and investments considered as 'belonging' to the plan and permitted to be used to offset the AAL for valuation purposes. To be considered a plan asset, GASB 75 requires (a) contributions to the OPEB plan be irrevocable, (b) OPEB assets to dedicated to providing OPEB benefit to plan members in accordance with the benefit terms of the plan, and (c) plan assets be legally protected from creditors, the OPEB plan administrator and the plan members.

Public Agency Miscellaneous (PAM) – Non-safety public employees.

Select and Ultimate – Actuarial assumptions which contemplate rates which differ by year initially (the select period) and then stabilize at a constant long-term rate (the ultimate rate)

Service Cost – Total dollar value of benefits expected to be earned by plan members in the current year, as assigned by the actuarial funding method; also called normal cost

Total OPEB Liability (TOL) – Total dollars required to fund all plan benefits attributable to service rendered as of the valuation date for current plan members and vested prior plan members; a subset of "Actuarial Present Value"

Vesting – As defined by the plan, requirements which when met make a plan benefit nonforfeitable on separation of service before retirement eligibility

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

Sue Spears, City Treasurer

City of Sierra Madre
AGENDA REPORT

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: James Carlson, Senior Analyst

REVIEWED BY: Michael Bruckner, City Manager

DATE: October 14, 2025

SUBJECT: **STRATEGIC PLAN UPDATE**

STAFF RECOMMENDATION

Staff is recommending that the City Council review and receive and file the October 14, 2025 Strategic Plan Update.

ALTERNATIVES

1. The City Council provide direction to staff regarding the Update.

EXECUTIVE SUMMARY

The last review of the City's Strategic Plan was presented to the City Council on April 8, 2025. At that meeting, an enhanced version of the Plan that included numerous new detailed descriptions of items such as "Key Activities" and "Desired Outcomes" were included and expanded the Strategic Plan to 95 pages. Staff is returning to the original format in which the Plan is 17 pages and includes appendices from Public Outreach closing reports. Per City Council's Direction, staff has also included a list of accomplished items as a new appendix. Staff recommends that the City Council review and receive and file the October 14, 2025 Strategic Plan Update.

ANALYSIS

Background

The City of Sierra Madre's elected leaders and management staff met and participated in strategic planning events since June of 2022. Initial efforts included the City Council, City Manager, and City Department Heads. The first steps in the strategic planning process included interviews with the City Council and Department Heads. Interviews were based upon, but not limited to the following questions:

1. What do you believe are the City's greatest strengths (internal and external)?
2. What do you believe are the City's greatest weaknesses (internal)? What do you believe are the City's greatest threats (external)?
3. What are the three most critical issues facing the City?
4. What themes or issues should be addressed in the strategic plan?
5. What is the most important outcome that you would like to see emerge from the strategic planning process? Why do you think this is so important?

The City Council directed staff on updating the City's Mission and Vision Statements and Core Values, which are reflected in the current update.

Strategic Priorities were also provided to staff as follows:

- **Organizational Stability**
- **Public Safety**
- **Infrastructure and Growth Management**
- **Community Enrichment**
- **Environmental Responsibility**

Each Department has provided updates to their associated portions of the Strategic Plan and is included in the updated Plan. The FY2025/2026 Budget Book was developed based on the Goals, Objectives, Initiatives, and Projects outlined on pages 15 through 21 of the Budget Book. Departmental Budget Narratives in the Budget Book were matched directly with these strategic objectives, ensuring alignment between financial planning and the City's identified priorities.

ENVIRONMENTAL(CEQA)

CEQA does not apply to the strategic planning process.

STRATEGIC PLAN CORRELATION

This update meets the overall goal of strategic planning.

FISCAL IMPACT

There is no fiscal impact to the strategic planning process.

PUBLIC NOTICE

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

ATTACHMENTS:

1. October 14, 2025 Strategic Plan
2. Departmental Public Outreach Closing Reports
3. October 14, 2025 List of Items Completed

City of Sierra Madre

STRATEGIC PLAN

10/14/2025

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Appendices

Sierra Madre Public Safety Town Hall Meeting – Closing Report January 18, 2023

Sierra Madre Library Town Hall – Closing Report March 16, 2023

Sierra Madre City Hall Town Hall Meeting – Closing Report March 30, 2023

Sierra Madre Public Works Open House – Closing Report May 20, 2023

Completed Items

MISSION STATEMENT

Provide exceptional public services that enhance the quality of life, honor the character of our community, and maintain fiscal and environmental sustainability.

VISION STATEMENT

Enhance the quality of life in Sierra Madre by providing exceptional public service.

CORE VALUES

Accountability

Integrity

Innovation

Collaboration

Compassion

STRATEGIC OBJECTIVES, GOALS, STRATEGIES, AND ACTION STEPS

The 2024 City of Sierra Madre Strategic Plan is organized into five chapters: **Organizational Sustainability**, **Public Safety, Infrastructure and Growth Management, Community Enrichment, and Environmental Responsibility.** The Strategic Plan is organized by applying a ladder of direction for each chapter.

Strategic Objectives

Goals

Strategies

Action Steps

As this plan is updated, each Action Step will be reflected in one of four colors:

Green – Action item is completed or on-track for completion by its target time.

Yellow – Action item continues to be pursued; however, there is a delay or important adjustment.

Red – Action item will need to be revised or deleted entirely.

Wistaria – Action item is continuous and is expected to always be a goal of Sierra Madre.

ORGANIZATIONAL SUSTAINABILITY	
STRATEGIC OBJECTIVE	**BUILD AN ORGANIZATION THAT IS INNOVATIVE, FINANCIALLY STABLE, AND CONSISTENTLY DELIVERS A HIGH LEVEL OF SERVICE**
Goal 1	**Improve Staff Stability**
Strategy OS 1.1	**Improve Recruitment Potential**
Action Steps	**OS 1.1 A** – The Department of Human Resources staff to analyze current processes and work with other Departments on enhancing the City recruitment efforts: • *Job announcements* • *Social Media outlets* • *Possible recruitment incentives* **OS 1.1 B** – The Department of Human Resources Staff to work with Department Heads to enhance the City's recruitment efforts, recruit talent can assist in improving City services. **OS 1.1 C** – Assistant City Manager to form HR Subcommittee of employees that are representative of all departments and classifications by the Fourth Quarter of 2025. **Project delayed by Eaton Fire and Recovery.** **OS 1.1 D** – Issue RFP for citywide classification and compensation study, based on scope of work determined by HR Subcommittee by First Quarter of 2026.
Strategy OS 1.2	**Create a "Staff Development Plan"**
Action Steps	**OS 1.2 A** – Provide assistance to all departments in developing protocols that will help and guide employees to grow and develop in their respective fields. **OS 1.2 B** – HR staff to review of City staffing and strategize with Departments on needs, possible new positions, or updating position titles to be more appropriate to the responsibilities of the essential job functions. Review to be completed along with future Classification and Compensation Plan. **OS 1.2 C** – All City Departments will continue participation in regional and sub-regional organizations for professional growth. **OS 1.2 D** – Develop policy training/discussion workshops for all employees. **This will be covered by a major change of approach in policy. Target TBD.**

Strategy OS 1.3	**Enhance Staff Retention Efforts**
Action Steps	**OS 1.3 A** – The Department of Human Resources to provide support for staff to continue providing ideal customer service for its citizens through training and internal workshops. **OS 1.3 B** – The Department of Human Resources will work with Departments on programs and processes to become more efficient.
Goal 2	**Build on Fiscal Stability**
Strategy OS 2.1	**Create a "Sustainable Capital Investment Plan"**
Action Steps	**OS 2.1 A** – Each Second Quarter, the Finance Director shall work with the City Manager, City Treasurer, and Department Heads to develop a Strategic Capital Investment Plan that anticipates the most beneficial investment strategies for the next five years.
Strategy OS 2.2	**Develop and Maintain Long-Term Financial Planning**
Action Steps	**OS 2.2 A** –The Finance Director shall develop a formal process ("step-by-step") for incorporating the Capital Investment Plan, Capital Improvement Plan, Human Resource Planning efforts, Fee Studies, Anticipated State and Federal Legislative Mandates, and any other appropriate consideration into the annual budgeting process. The formal process ("step-by-step") will be developed by Fourth Quarter of 2025, and would be updated as needed. **OS 2.2 C** – The Finance Director shall advise City Council of any changes to financial best practices or any recommendations to reserve requirements as needed.
Strategy OS 2.3	**Conduct Asset Inventory Plan**
Action Steps	**OS 2.3 A** – Department of Finance shall work with all departments to conduct asset inventory and develop a plan for "useful life" considerations. This Plan is targeted for First Quarter of 2026 to be included with the next Capital Improvement and annual budget process.
Strategy OS 2.4	**Conduct Fee Schedule Study**
Action Steps	**OS 2.4 A** – The updated fee schedule study is to be presented to the city council in the Third Quarter of 2024. **This was completed.**

Goal 3	Invest in Innovation and Technology
Strategy OS 3.1	**Improve Electronic Interface/Payment Methods/Security**
Action Steps	**OS 3.1 A** – The Planning and Community Preservation and Public Works Departments implemented Cloud-based software to streamline Planning Entitlement, Permits, Code Enforcement cases, and plan checking and inspection. Full launch of the new interface of Accela Permitting program targeted for First Quarter of 2026. **OS 3.1 B** – The IT Department will seek opportunities and funding to expand public Wi-Fi to additional sections of the City by First Quarter of 2026. Efforts are ongoing and on track for First Quarter of 2026. Items include increasing coverage at the new Library Building, reliability and speed improvements (fiber) at Kersting Court and future coverage at Sierra Vista Park. **OS 3.1 C** – The IT Department will pursue additional cybersecurity funding by the first quarter of 2026 to support the City's risk management and digital resilience goals. This strategy will sustain investment in core security areas, including threat detection and response, network segmentation, endpoint protection, identity management, and staff cybersecurity training.

PUBLIC SAFETY	
STRATEGIC OBJECTIVE	**MAINTAIN A SAFE, SECURE COMMUNITY**
Goal 1	**Enhance and Provide a Mechanism to Maintain Excellent Fire Service**
Strategy PS 1.1	**Achieve Optimum Staffing – Fire Department**
Action Steps	**PS 1.1 A** – Fire Chief will take the lead in conducting an analysis of mission-critical tasks of all divisions and functions and formulate a staffing plan to be compiled within a single "Fire Department Master Plan" by the Fourth Quarter of 2025. **PS 1.1B** – The community will be provided the opportunity to participate in a survey to assist in the development of the "Fire Department Master Plan" beginning in the Third Quarter of 2024. **This has been completed.** **PS 1.1 C** – Fire Chief will incorporate recommendations of "Fire Master Plan" analysis into budgetary planning for future years. **PS 1.1 D** – Fire Chief will analyze and determine the need for a paid intern for the department to be included in budgetary planning for FY 25/26 (and funding for future years). **Funding yet to be determined.** **PS 1.1 E** – Fire Chief will analyze and determine the need for a part-time EOC Coordinator to be included in budgetary planning for 24/25 (and future years). **This was completed.** **PS 1.1 F** – Fire Chief will review the results of the "Fire Department Master Plan" and make recommendations to the City Manager on a strategy to achieve Industry Comparable Salaries and Benefits for the Fire Personnel.
Strategy PS 1.2	**Maintain Industry-Leading Training Practices – Fire Department**
Action Steps	**PS 1.2 A** – FD Training Officer shall identify strengths and weaknesses of training programs to be submitted to Fire Chief by the First Quarter of 2024. **This has been completed.** **PS 1.2 B** – FD Training Officer shall identify at least one STF class and at least one CICCS class to be hosted annually, beginning FY 25/26. **PS 1.2 C** – Fire Chief will develop and maintain a strategy to maintain an 85% Paramedic Licensure status for Fire personnel by First Quarter of 2024. **This has been completed and expected to remain at the 85% goal.**

Strategy PS 1.3	**Properly Equip the Fire Department**
Action Steps	**PS 1.3 A** – Fire Chief will review the results of the "Fire Department Master Plan" and make recommendations to the City Manager on a strategy to fulfill equipment recommendations by the First Quarter of 2026.
Goal 2	**Enhance and Provide a Mechanism to Maintain Excellent Police Service**
Strategy PS 2.1	**Achieve Optimum Staffing – Police Department**
Action Steps	**PS 2.1 A** – Police Chief will review the results of the Department's "Police Department Master Plan" and make recommendations to the City Manager on a strategy to achieve Industry Comparable Salaries and Benefits for the Police Personnel by the Fourth Quarter of 2025.
Strategy PS 2.2	**Maintain Industry-Leading Training Practices – Police Department**
Action Steps	**PS 2.2 A** – The Police Department's Training Manager will continue to provide State and Federal required training for all PD employees.
Strategy PS 2.3	**Properly Equip the Police Department**
Action Steps	**PS 2.3 A** – Police Chief will review the results of the "Police Department Master Plan" and make recommendations to the City Manager on a strategy to fulfill equipment recommendations by the Fourth Quarter of 2025.
Goal 3	**Manage Outdoor Environment**
Strategy PS 3.1	**Maintain Hillside Areas**
Action Steps	**PS 3.1 A** – Fire Department, with assistance from the Public Works Department, will hold brush-clearing events annually. **Complete for 2024 and expected to continue going forward.** **PS 3.1 B** – Fire Department will hold a Fire "Home Hardening" presentation annually. **Complete for 2024 and expected to continue going forward.** **PS 3.1 C –** The Fire Department will pursue increased community fire risk reduction through the establishment of a Sierra Madre Fire Safe Council, and "Fire Wise" status by Second Quarter of 2026.

Strategy PS 3.2	**Manage Wildlife and Human Interaction**
Action Steps	**PS 3.2 A** – The Natural Resources Commission will update the City's Wildlife Management Plan with input from the City Council, the Department of Fish and Wildlife, and the SMPD as needed. **Completed in July of 2024. This has been changed to "Ongoing".** **PS 3.2 B** – Communications Team will publicize components of Wildlife Management Programs (no feeding, hazing, etc.). **PS 3.2 C** – The City's Public Works Department will maintain the recently amended Solid Waste Contract, providing for the introduction and continued maintenance of Bear-Resistant Organics Recycling barrels to all residential customers. **Completed First Quarter of 2024.** **PS 3.3 D** – Explore regional participation with the San Gabriel Valley Council of Government for funding of additional local key Fish & Wildlife staffing. Target First Quarter of 2026. **Sierra Madre hosted a Regional Lunch & Learn in August 2025 and presented to the COG EENR Committee in September 2025.**
Strategy PS 3.3	**Effectively Enforce Existing City Codes**
Action Steps	**PS 3.3 A** – The City's Code Enforcement Officer shall deliver summary reports of violations and actions to the Planning Manager in the Second Quarter of every year, beginning in 2024. **Completed and expected to continue to meet this goal. This has been changed to "ongoing".** **PS 3.3 B** – The Planning and Community Preservation Department will continue Municipal Code updates for business license requirements, findings, and revocation procedures. **PS 3.3 C** – Review of Noise Ordinance and processes/enforcement by Planning Commission and City Council by the Third Quarter of 2023. Natural Resources Commission will consider gas-powered landscaping equipment and provide a recommendation to City Council by the First Quarter of 2024. **This has been completed.** **PS 3.3 D** – Continue to investigate, educate, and enforce the City's prohibition on feeding wildlife.

Goal 4	Create Safe Streets
Strategy PS 4.1	**Manage Traffic Patterns/Flow**
Action Steps	**PS 4.1 A** – The Department of Public Works and Community Preservation and Planning Department shall incorporate data and recommendations from the UC Berkeley SafeTREK program, and any additional analysis to develop a strategy to create a Comprehensive Circulation Plan by third Quarter of 2026. **PS 4.1 B** – The Police Department and Public Works Department shall coordinate to obtain a third-party contractor to provide a new traffic survey for selected major streets by Fourth Quarter of 2024. **This has been completed.** **PS 4.1 C** - The Police Department and Public Works Department shall coordinate to obtain a third-party contractor to provide a new traffic study for selected intersections by Fourth Quarter of 2024. **This has been completed.**
Strategy PS 4.2	**Encourage Active Modes of Transportation**
Action Steps	**PS 4.2 B** – The Community Services Department to continue the annual Bike Ride through the community to support Active Transportation efforts by the Second Quarter of 2025. This year's event was rained out. **Will make determination for next year.** **PS 4.2 C** – The Department of Public Works will launch the GoSGV Ambassador Electronic Bike Program in the Second Quarter of 2024. **Program has been launched, and is administered by staff in the Public Works Department and a local volunteer.**

INFRASTRUCTURE & GROWTH MANAGEMENT	
STRATEGIC OBJECTIVE	**ALIGN INFRASTRUCTURE WITH PROJECTED POPULATION SIZE AND NEEDS**
Goal 1	**Strategically Manage Infrastructure Improvements**
Strategy IG 1.1	**Police Facility Buildout**
Action Steps	**IG 1.1 A** – The City Council and Management Staff will continue to gauge the feasibility and funding options for the large-scale CIP project for the buildout of a new Police facility at 350 W. Sierra Madre Blvd.
Strategy IG 1.2	**Fire Facility Buildout**
Action Steps	**IG 1.2 A** – The City Council and Management Staff will continue to gauge the feasibility and funding options for major CIP project for the conversion of Fire Department Facilities at 242 W. Sierra Madre Blvd.
Strategy IG 1.3	**Library Renovation**
Action Steps	**IG 1.3 A** – Library to open at a temporary location First Quarter of 2024. **Completed.** **IG 1.3 B** – Design Phase to be completed in the First Quarter of 2024. Internal Phase Review to be completed by the Third Quarter of 2024. **This has been completed.** **IG 1.3 C** – Construction to begin in the Third Quarter of 2024. **This has been completed.**
Strategy IG 1.4	**Improve and Maintain Sidewalks**
Action Steps	**IG 1.4 A** – The Department of Public Works to continue to implement the third year of a four-year plan to analyze, prioritize and correct the City's sidewalks. **IG 1.4 B** – The Department of Public Works to inspect and prioritize 'case-by-case' concerns as needed and make temporary or durable repairs as needed. **IG 1.4 C** – The Department of Public Works to identify sections of sidewalk with gaps in continuity and install sidewalk connections at identified areas.

Strategy IG 1.5	**Improve and Maintain Streets**
Action Steps	**IG 1.5 A** – PW Director to complete yearly street projects by each Second Quarter. **IG 1.5 B** – PW Director to increase the use of traffic calming efforts at identified areas as may be recommended by traffic studies or the analysis derived from the work towards Circulation Plan.
Goal 2	**Create Build Design Guidelines**
Strategy IG 2.1	**ADU Pre-Reviewed Designs**
Action Steps	**IG 2.1 A** – The Planning & Community Preservation Department will continue to work with the San Gabriel Valley Council of Governments to meet the legislative mandates of AB 434 and will provide a recommendation to the City Council by the Third Quarter of 2024. **This has been completed.**
Strategy IG 2.2	**Objective Designs Standards**
Action Steps	**IG 2.2 A** – The Planning & Community Preservation Department will develop a scope of work and issue RFP for a consultant to meet the legislative requirements of SB 330 regarding Objective Design Standards and Guidelines (i.e. “development criteria”) by First Quarter of 2026.

COMMUNITY ENRICHMENT	
STRATEGIC OBJECTIVE	**PROMOTE AN UNPARALLELED QUALITY OF LIFE WITH AN ENGAGED AND COLLABORITVE CULTURE**
Goal 1	**Enhance the Physical and Mental health of Residents**
Strategy CE 1.1	**Conduct a City-Wide Wellness Campaign**
Action Steps	**CE 1.1 A** – The Director of Administrative Services, HR staff, and Community Services staff will work in conjunction with various departments on a community wellness campaign. The campaign will encourage staff to participate and engage with the community. Additional programs targeted for the fourth quarter of 2025 and the program will courteously evolve with new creative opportunities that may arise.
Strategy CE 1.2	**Expand Community Services Programming**
Action Steps	**CE 1.2 A** – Expand office space for Community Services Department staff, especially at the Hart Park House. Target First Quarter of 2024 for analysis. **This CIP Project did not get funded for 24/25.** **CE 1.2 B** – Complete Sierra Vista Park Playground project and Fitness Area by Third Quarter of 2024. **This has been completed.** **CE 1.2 C** – Expand programs and increase participation of active adults and seniors. **CE 1.2 D** – Update Parks and Facilities Master Plan and Senior Services Master Plan. Target First Quarter of 2026.
Goal 2	**Improve Communication and Collaboration**
Strategy CE 2.1	**Create a City Information Hub to Encourage Information Exchange**
Action Steps	**CE 2.1 A** – Expand usage of Government TV Channel 3 (Spectrum) **CE 2.1 B** – Restart Government Radio Station 1630 AM. **Volunteer members are now assisting.** **CE 2.1 C** – Increase accessibility to community communications, including emergency communications, City events, Major PW projects, and general city programs and services.

Strategy CE 2.2	**Refine City Branding**
Action Steps	**CE 2.2 A** – The Administrative Services Department shall continuously work with communications staff to create and promote City branding.
Strategy CE 2.3	**Initiate Resident/Business Collaboration.**
Action Steps	**CE 2.3 A** – The Public Works, Community Services, and Administrative Services Departments will expand partnerships with the Chamber of Commerce.
Goal 3	**Provide Education on Critical Civic Issues**
Strategy CE 3.1	**Enhance Library Services**
Action Steps	**CE 3.1 A** – The Public Library will evaluate and update current policies to provide a safe space for the Sierra Madre community and the Library staff . **CE 3.1 B** – The Public Library will continue to evaluate community needs and interests to provide curated, needed, and desired programming and services for people of all ages. **CE 3.1 C** – The Public Library will work to increase awareness of available online databases, resources, services and collections. **CE 3.1 D** – The Public Library will find additional outlets for community outreach, community engagement, City department partnerships, and Library notifications.
Strategy CE 3.2	**Provide Education on Critical Environmental Issues**
Action Steps	**CE 3.2 A** – The Public Works Department will maintain Social Media platforms to inform the community about Public Works, Utilities, and Environmental Issues. **CE 3.2 B** – The Utilities Department will publicize water production (GPD), precipitation totals, and information related to groundwater supply on Social Media platforms and main City Website. **This tool will be incorporated into the Public Works section of the City Website update.** **CE 3.2 C** – The Natural Resources Commission will host Earth Day in April at Memorial Park every year. **This is completed.** **CE 3.2 D** – The Natural Resources Commission will compile a user-friendly list of various sustainability-oriented rebates and incentives to be posted on the website and maintained. **This tool will be incorporated into the Public Works section of the City Website update.**

ENVIRONMENTAL RESPONSIBILITY	
STRATEGIC OBJECTIVE	**BE A REGIONAL LEADER IN SOUND STEWARDSHIP OF WATER, POWER, AND NATURAL RESOURCES**
Goal 1	**Reduce Water Use**
Strategy ER 1.1	**Implement a Water-Efficient Landscape Campaign**
Action Steps	**ER 1.1 A** – The Department of Public Works will work with the Natural Resources Commission to update the Water Efficient Landscape Ordinance by the Third Quarter of 2025. **This has been completed (Council direction instead of Ordinance).** **ER 1.1 B** – The Department of Public Works will launch the Water Efficient Landscape program that uses common architectural designs in the Community by the First Quarter of 2024. **This program has been abandoned due to staff turnover.**
Strategy ER 1.2	**Promote AMI**
Action Steps	**ER 1.2 A** – Increase AMI participation by 10% by Fourth Quarter of 2025. **This has been achieved.** **ER 1.2 B** – Incentivize conservation programs by requiring AMI subscription.
Goal 2	**Encourage Greenhouse Gas Reduction Steps**
Strategy ER 2.1	**Electrification of Appliances and Climate Control**
Action Steps	**ER 2.1 A** – The Natural Resources Commission will be prepared to make recommendations to Reach Codes adoption for electrification of identified construction activities. Recommendations will incorporate reliability factors associated by SCE. NRC will be ready to make the recommendations to Planning Commission and/or City Council by the First Quarter of 2025. **This has been delayed pending ongoing analysis of litigation and legislation.** **ER 2.1 B** –Continue to provide educational material for applicants at the Building Department for electrification infrastructure.
Strategy ER 2.2	**Alternative Transportation**
Action Steps	**ER 2.2 A** – Incorporate alternative (to vehicles) transportation into the Comprehensive Circulation Plan. **Staff Comment: see Action Step PS 4.2 A.**

	ER 2.2 B – Publicize and participate in regional programs such including GoSGV Electric Bike rentals. Staff Comment: **GoSGV Program is currently offered to Elected, Appointed, and City Staff.** **ER 2.2 C –** Create a "Bike Rack" Master Plan for parks and downtown district by First Quarter of 2026.
Strategy ER 2.3	**EV Charging**
Action Steps	**ER 2.3 A** – Compete Tesla Charging Lot at the S. Baldwin municipal parking lot by Second Quarter 2026. **Staff is expecting to issue permits in the Fourth Quarter of 2025. Construction to begin after the 2025 holiday season.** **ER 2.3 B** – Continue to seek opportunities for EV charging locations at parks, public institutions, trailheads, and other key locations. **Staff is seeking funding from CPA for public charging infrastructure.**
Strategy ER 2.4	**Solar Adaptation**
Action Steps	**ER 2.4 A** – The Planning and Community Preservation Department Staff will continue to streamline solar applications process. **ER 2.4 B** – The Planning and Community Preservation Department will implement a plan review process in compliance with the 2022 Solar Access Act (SB 379) by Third Quarter of 2024. **This is completed.** **ER 2.4 C** – Complete CPA Power Ready program to provide for solar and storage capabilities for Public Safety and City Hall EOC and selected key offices by Second Quarter 2026. **This is in process. Staff is anticipating receiving plans for the new roof on the Public Safety Building in the Fourth Quarter of 2025. Panels and battery equipment shortly after.**

Sierra Madre Public Safety Town Hall Meeting

January 18, 2023

Closing Report

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General Overview of Event



On Wednesday, January 18, 2023, at 5:30 p.m., the Sierra Madre Fire and Police Departments hosted a town hall meeting for the public. The meeting was held at the Sierra Madre YMCA Community Room and was moderated by Mayor Edward Garcia.

The meeting commenced with an opening address from Mayor Garcia, followed by department overview presentations from Fire Chief Brent Bartlett and Acting Chief of Police Henry Amos. The public safety presentations provided a brief overview of each department's accomplishments in 2022, as well as an explanation of some of the department's programs and services.

After a light refreshment break, attendees separated into breakout groups for the opportunity to engage in conversation with public safety personnel. Breakout sessions lasted approximately one hour, with 30 minutes dedicated to each department. At least two moderators from each department were assigned to facilitate discussions in each group. The event ended with a closing discussion, a Q&A session, and a raffle opportunity.

Following the town hall, a survey was emailed to all registered participants, in which they were asked to rank the importance of the services that were most frequently mentioned by the public during the town hall. The survey results will assist both departments in developing a public safety strategic plan that will best serve the citizens of Sierra Madre.

Members from both departments met to discuss the event's overall success, the information gathered during the breakout groups, and the results of the post-event survey. Each department was then tasked with compiling a report based on all of the data and research collected. The following report is a compilation of the findings submitted by each department.

Department Mission, Vision, Values



Mission

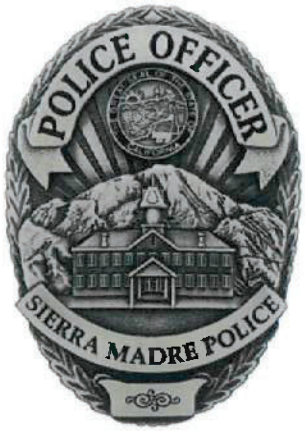
The Sierra Madre Fire Department is committed to protecting life, property, and our environment through compassionate service.

Vision

The Sierra Madre Fire Department is dedicated to remaining a progressive, cost-effective, and innovative fire department that ensures a safe and inclusive environment for our community through exceptional customer service.

Values

Honor – adhering to the highest standard, both morally and ethically.
Integrity – based on trust and accountability through service.
Respect – to self and community, maintaining a department of teamwork and growth.
Compassion – treating everyone with kindness and empathy.



Mission

To ensure community safety, and to deliver the highest quality service through our dedication, teamwork, and partnerships.

Vision

To become the model for 21st century small town policing.

Values

Integrity, Innovation, Dedication, Compassion.

Fire Chief Summary

As the Fire Chief, I was honored to present an overview of the Sierra Madre Fire Department. In 2022, the Fire Department had the following accomplishments:

- 1,382 calls for service
  - 1,094 Emergency Medical Services
  - 288 Fire
- 3,484 staff training hours
  - 214 Emergency Medical Services
  - 3197 Fire
- 1,673 inspections
  - 1,576 brush abatement
  - 89 multi-residential
  - 8 schools and churches
- FY 22/23 Fiscal Year budget
  - $2,945,430
- Cost Recovery
  - $582,681
- Mass Mutual Aid
  - Oak Fire
  - McKinney Fire.



The Fire Department is proud of its traditions, especially those that include the community. Last year's community engagement included the new fire engine "Wet Down" ceremony, Annual Easter Egg Hunt, Wildfire Awareness/Education Nights, Annual 9/11 Remembrance Ceremony, Sidewalk CPR/EMS Community Classes, 35th Annual Fire Prevention Festival, 1st Annual Sierra Madre Car Show, and the Annual Santa Parade and Station Visit.

The Sierra Madre Fire Department is invested and engaged in the community, as an active member, through service. As such, we recently partnered with the Sierra Madre Police Department, hosting a Public Safety Town Hall Meeting. The purpose of the meeting was two-fold. It fulfilled the request of the City Council to obtain community feedback to be utilized in the City's new Strategic Plan and to allow both departments to collaborate with community stakeholders, including business owners, residents, faith-based organizations, civic clubs, and local schools.

Fire Chief Summary

The Public Safety Town Hall Meeting offered "Breakout Sessions" designed to solicit feedback regarding "What the community appreciates most about the Fire Department," "What services the Fire Department provides that the community finds most important," and "What enhancements can the Fire Department make."

The feedback from the attendees showed overwhelming support for its Fire Department. The participants expressed appreciation for the service provided by a new full-time career department that has quick response times, offers compassion and kindness, positive attitudes, knowledge/skills, and professionalism. Hosting numerous events, the Fire Department's involvement in the community promotes the small-town feeling that people enjoy. Stakeholders offered opportunities for enhancements that addressed employee retention, increased wages for personnel, supplementary public education/training, and increased department presence at community events outside of the department.

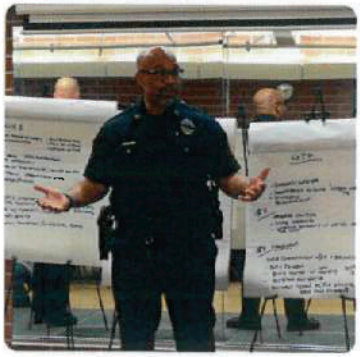
In conclusion, the Public Safety Town Hall Meeting allowed all stakeholders to collaborate and identify what they coveted in their Fire Department. The Sierra Madre Fire Department aspires to continue partnering with those we serve and to continue to provide exceptional service at all times.



Police Chief Summary







The City of Sierra Madre is currently working towards updating the city's strategic plan, and on January 18, 2023, the public safety departments held a town hall meeting to seek input from community stakeholders. A major goal of the event was to help define the community's expectations for services provided by each department. The meeting participants included residents, business owners, and community groups. Their input will be useful in developing a department strategic plan that will coincide with the City's strategic plan.

Both the fire and police departments worked in collaboration to put on this event. I was honored to work with Fire Chief Bartlett to present our respective department overview. The Police Department highlighted the city's low crime rate, the local and regional task forces we are a part of, and the commitment to personnel development.

The feedback received from the breakout groups expressed a strong appreciation for our staff's professionalism, community engagement, and approachability. There also were suggestions for some opportunities to enhance the Department, such as addressing staffing levels to provide better coverage for the community, employee retention, more transparency, deployment of body-worn cameras, and more community education.

The Public Safety Town Hall Meeting was a success, allowing department staff to hear directly from the community what they want to see from their public safety and how we can continually improve on what the department is doing.

















Breakout Group Questions and Feedback

During the town hall meeting, attendees participated in discussion groups and had the opportunity to speak with public safety personnel individually. Residents were able to learn more about their public safety, share positive experiences, and provide feedback for future enhancements.

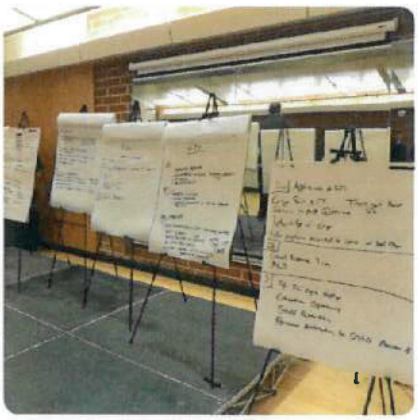
Breakout Group Discussion Questions:

1. When you think about the Sierra Madre Fire/Police Department, what aspects do you appreciate the most?

2. What services provided by the Fire/Police Department are most important to you?

3. Where can the Fire/Police Department provide further enhancements?







Fire Department Feedback

Aspects the community appreciates the most about the Fire Department:

- **Municipal Fire Department**
  - Residents strongly expressed their appreciation for having a city-run Fire Department as opposed to contracting with outside agencies.
  - Appreciate that the department is part of the Automatic/Mutual Aid System.
  - Community expressed having large trust in the department and its members.
- **Level of Service**
  - The community appreciates the kindness, compassion, and positive attitude provided by department members during service calls and community events.
  - Professionalism displayed by department members during service calls and community events.
  - Department members display a strong commitment to the department and community.
  - Community is very happy with the current Fire Chief and department management.
- **Fast Response Times**
  - Grateful that Fire Department staff are readily available to assist.
  - Expressed appreciation for the fast response times experienced during calls for service.
- **Community Events and Involvement**
  - The community expressed gratitude for the yearly events put on by the Fire Department.
  - Community involvement by department.
  - The community appreciates that the department members identify with the community.
  - Appreciate the Fire Department's support for CERT.
- **Personnel Training and Certifications**
  - The community appreciates the extensive knowledge and skill sets that department members possess.
  - Appreciate the continuous training that is invested by fire personnel.
- **Wildfire Prevention and Preparedness**
  - The community appreciates the brush clearance efforts provided by the Fire Department.

Fire Department Feedback

Services provided by the Fire Department that are most important to the community:

- **Calls for Service**
  - Maintaining fast response calls.
  - Participating in the Automatic/Mutual Aid system.
  - Effective, professional, and kind response during service calls.
  - Taking accountability when providing care or assistance.
  - Placing a high priority on keeping life and property safe.
- **Advanced Life Support Services**
  - The community expressed gratitude that the department is capable of providing advanced life support services. Currently, 11 out of the 13 fire personnel hold paramedic licensure, with a minimum of 3 paramedics responding to every call for service.
- **Community Engagement and Education**
  - Community events that are organized by the department.
  - Increase in community education classes - CPR, fire extinguisher, first aid.
- **Wildfire Prevention and Education Efforts**
  - Brush abatement in wild urban interface areas.
  - Annual Inspections - homes, businesses, and schools.
- **Department Training**
  - Extensive knowledge and ongoing training for all department members.
- **Cost Recovery**
  - Participating in strike teams and deployments to assist with cost recovery.







Fire Department Feedback

Suggested enhancements that can be made by the Fire Department:

- **Staffing and Retention**
  - Community voiced concerns about low retention rates, low staffing levels, and competing with neighboring agencies in recruitment.
  - Increase wages for fire department personnel.
  - Staffing of a fourth Firefighter on the Fire Engine.
- **Community Events and Engagement**
  - Increase community educational opportunities - CPR, Stop the Bleed, First Aid.
  - Increase community events and outreach organized by the Department.
  - Provide more Fire Station open house opportunities.
  - Increase the Fire Department's presence at community events.
- **Public Safety Building**
  - Expand and enhance the fire department building.
- **Public Information**
  - Up-to-date website information.
  - Include call volume data for the entire year.
  - Increase public education on the services provided by the Fire Department.
- **Paramedic Subscription Program**
  - Increase promotion of the program.
  - Increase education about the program and its benefits.
  - Provide a Family Plan option.
- **Wildfire Prevention**
  - Increase brush abatement activities and responsibilities.
  - Provide wildfire prevention funding to residents for home hardening activities.



Police Department Feedback

Aspects the community appreciates the most about the Police Department:

- Great community outreach services from the department.
- Citizens appreciate the security provided during foot patrols in the business district.
- Officers regularly go above and beyond the call of duty to assist victims.
- Quick response times.
- Appreciate the crime prevention and vacation checks available.
- The approachability and professionalism of officers and police personnel.
- Appreciative of proactive policing and that officers take each call seriously.
- Social media engagement and dissemination of crime information in the city.
- The department focuses well on the schools in the area.

Suggested enhancements that can be made by the Police Department:

- Increase traffic enforcement in the downtown area and at major intersections.
- The necessity of cameras in the city and license plate recognition software.
- Increase staffing levels for larger coverage.
- Increase community education on crime prevention, traffic education, and citations.
- Host more community events.
- Require body cameras to be worn by all officers.
- Increase engagement and participation in neighborhood watch programs.
- Increase the availability of crime statistics for the city.
- Establish a stronger relationship with the CA Department of Fish and Wildlife.
- Parking enforcement is seen as "face" of department, as opposed to SMPD officers.
- Increase general transparency with crime statistics.







Post-Event Survey and Results

Following the town hall meeting, attendees were emailed a survey asking them to prioritize the importance of the items most commonly identified during the town hall. The information gathered from the survey will assist both departments in developing a public safety strategic plan that will best serve the citizens of Sierra Madre.

The post-event survey was e-mailed to the 93 guest who registered for the event. A total of 30 responses were received.

Fire Department Survey Questions:

1. Rank the following services by level of importance.
   - Wildfire Preparedness Funding for Community
   - Fire Safety Classes
   - City-wide Paramedic Subscription Program
   - EMS Community Classes
2. Rank the following in order of budgetary importance.
   - Industry Comparable Salaries and Benefits for Fire Personnel
   - Community Engagement and Education Programs
   - Contemporary Safety Equipment

Police Department Survey Questions:

1. Rank the following services by level of importance.
   - Response to Service Calls
   - Service Calls and Assistance
   - Community Engagement
   - Crime Prevention / Education
   - Traffic Regulations & Enforcement
2. Rank the following in order of budgetary importance.
   - Industry Comparable Salaries and Benefits
   - Community Education Programs
   - Contemporary Safety Equipment
   - Maximize Staffing Levels

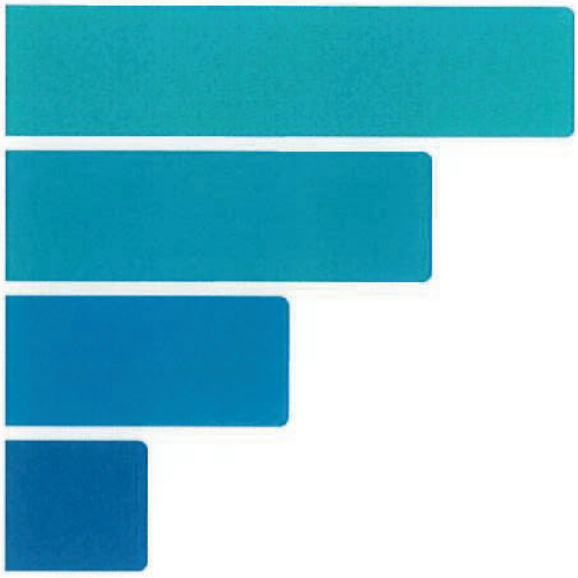
Fire Department Survey Results

Question 1: Rank the following services provided by the Fire Department by level of importance. Most important to least important.

Answered: 29 Skipped: 1

Ranking Results

1st	Wildfire Preparedness Funding for Community
2nd	City-wide Paramedic Subscription Program
3rd	Fire Safety Classes
4th	EMS Community Classes



Summary of Results:

Wildfire Preparedness Funding for the Community was identified as the service provided by the Fire Department that is most important. A City-wide Paramedic Subscription Program was identified as the service that is second in priority, with Fire Safety Classes ranked as third most important, and EMS Community Classes ranked as fourth most important.

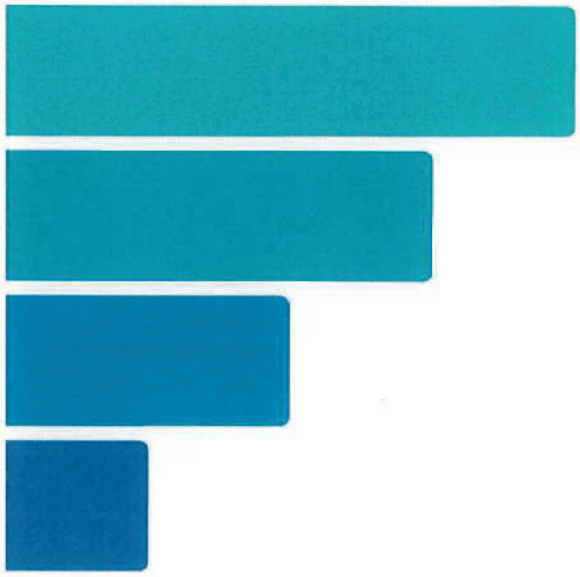
Fire Department Survey Results

Question 2: Rank the following in order of budgetary importance for the Fire Department. Most important to least important.

Answered: 29 Skipped: 1

Ranking Results

1st	Industry Comparable Salaries and Benefits for Fire Personnel
2nd	Contemporary Safety Equipment for Firefighters
3rd	Community Engagement and Education Programs
4th	Maximize Staffing Levels



Summary of Results:

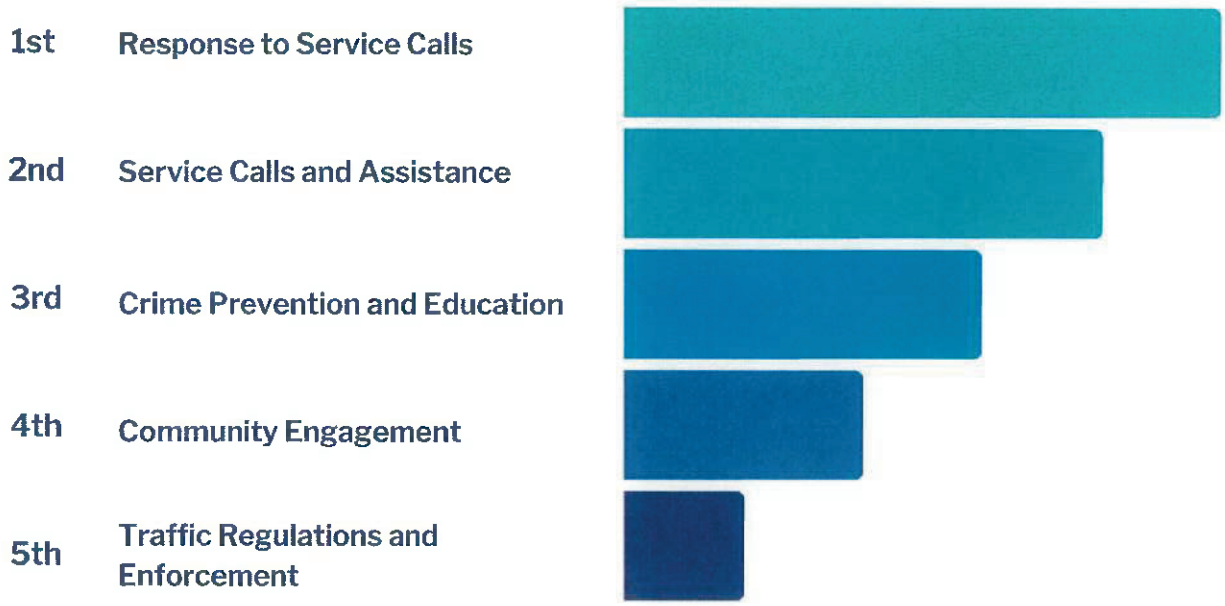
Industry Comparable Salaries and Benefits for Fire Personnel were ranked as the top budgeting priority. Contemporary Safety Equipment for Firefighters was identified as the second highest budget priority; Community Engagement and Education Programs was identified as the third budget priority; and Maximizing Staffing Levels as the fourth most important budget priority.

Police Department Survey Results

Question 1: Rank the following services provided by the Police Department by level of importance. Most important to least important.

Answered: 30 Skipped: 0

Ranking Results



Summary of Results:

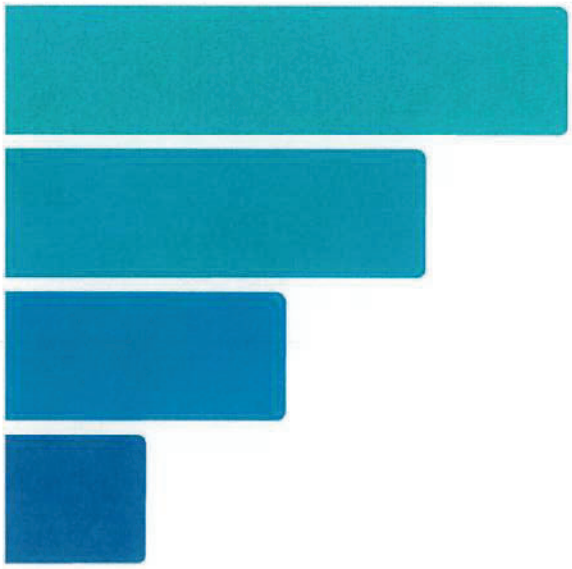
Response to Service Calls was identified as the service with the highest level of importance. Service Calls and Assistance were selected as the second highest priority, Crime Prevention and Education as the third highest priority, Community Engagement as the fourth most important, and Traffic Regulations and Enforcement were ranked as the fifth most important.

Police Department Survey Results

Question 2: Rank the following in order of budgetary importance for the Police Department. Most important to least important.

Answered: 30 Skipped: 0

Ranking Results



Summary of Results:

Industry Comparable Salaries and Benefits were identified as the top budgeting priority. Contemporary Safety Equipment was overall ranked as the second highest budgeting priority, Maximizing Staffing Levels as the third highest budgeting priority, and Community Education Programs as the fourth most important budgeting priority.

Closing Remarks

The following closing remarks are provided by Nathalia Flores, Analyst for the Sierra Madre Fire Department and coordinator of the town hall event.

Sierra Madre's commitment to public safety was highlighted at the Public Safety Town Hall Meeting, where citizens and public safety personnel had the opportunity to engage in healthy conversations together. When organizing this event, it was important to us that we receive participation and feedback from citizens across all stakeholder groups. We are extremely grateful that the event drew a diverse audience, including Sierra Madre's young families, senior citizens, community volunteers, business owners, and past and present Sierra Madre public safety members.

It was moving to witness members from both departments recognize the importance of their public engagement and understand the impact that it has on the community. When engaging with participants, public safety personnel were surprised to learn how uninformed residents were of the extent of the day-to-day requirements and responsibilities performed by both departments. Moreover, it was surprising to learn that a majority of the participants were unaware of some of the valuable programs offered, such as the Fire Department's Paramedic Subscription Program or the Police Department's Bicycle Patrol Program. We are appreciative of all of the honest and thoughtful feedback that was received during the breakout discussion groups. Deepening this understanding amongst our residents will only result in an increase in trust and support for public safety.



Closing Remarks

As we move forward with developing our strategic plan, I am encouraged by the direction that both departments and the City will take in response to the information gathered from our stakeholders. If there was one message that was clearly delivered throughout the evening, it was that Sierra Madre loves their municipal public safety and the high level of service that both departments provide. We strive to continue to strengthen that support and relationship, and we pledge to always lead with honor, integrity, respect, and compassion.

Finally, I'd like to express my gratitude to everyone who assisted us in organizing this event. It was a true collaborative effort that yielded positive feedback as a result of everyone's hard work. We are extremely passionate about providing the highest level of service, and we hope that was evident to all in attendance. Thank you to the participating residents, business owners, civic groups, faith-based organizations, and school representatives. We appreciate your support and participation.



Acknowledgements

The Sierra Madre Fire and Police Departments would like to thank the following groups and individuals for all of their support and assistance with this event.

Mayor Edward Garcia
and the Sierra Madre City Council

Kurt Knop, Kylee Casas
and the Sierra Madre YMCA

Susan Henderson
and the Mt. Views News

Damien Doperoy, Jennifer Peterson
and the Public Works Department

Oscar Millan
and the Information Technology Department

Rosemary Garcia, Lawren Heinz
and the Community Services Department

All of the members of the Sierra Madre Fire Department and Police Department who participated in the event.



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CITY OF SIERRA MADRE COMMUNITY SERVICES & PUBLIC LIBRARY JOINT TOWN HALL MEETING

CLOSING REPORT

MARCH 16, 2023

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General Overview of Town Hall Event

Thursday, March 16, 2023 the City of Sierra Madre Community Services Department and the Public Library held a joint town hall meeting for the public. This event took place at the Sierra Madre Public Library located at 440 West Sierra Madre Blvd. and ran from 5:30 p.m. to 8:00 p.m. The joint town hall meeting was moderated by Mayor Pro Tem Kelly Kriebs.

Mayor Pro Tem Kriebs started the meeting with an opening address and introductions. Presentations on department overviews were then conducted by Community Services Manager, Rebecca Silva-Barron and City Librarian, Leila Regan. These presentations covered each department's recent accomplishments, programs, services, and plans for the future.

After presentations, attendees separated into two breakout groups for the opportunity to engage with each department separately. Breakout discussions lasted roughly one hour, with 30 minutes dedicated to each department. At least two moderators from each department were assigned to facilitate discussions in each group. The event ended with a closing discussion, a Q&A session, and a raffle.

A nice array of coffee, refreshments, and small bites were available throughout the evening.

Following the joint town hall meeting, a survey was emailed to all registered participants. The survey asked attendees to rank the importance of the items most mentioned during the town hall meeting. The survey results will assist both departments in helping to develop a city-wide strategic plan that will best serve the citizens of Sierra Madre.

Members from both departments met to discuss the event's overall success, the information gathered curing the breakout discussions, and the results of the post-event survey. Each department was then tasked with compiling a report based on all of the data and research collected. The following report is a compilation of the findings submitted by each department.



Department Overview, Mission, Vision

Overview

The Community Services Department works as a collaborative thriving workforce to *"Create A Healthier Community Through People, Parks, Programs,"* and so it inherits the goal of providing positive experiences and opportunities to the community for engagement, recreation, personal growth, cultural & physical enrichment, and essential hands-on learning activities.

The Department operates under the direction of the Community Services Manager, but not without the Community Services Team which consists of four full-time (including Community Services Manager) and one regular part-time employee providing administrative and operational support for filming. Community Services oversees the lease agreement with the Sierra Madre-Pasadena YMCA pertaining to the Youth Activity Center and the Aquatics Center. The Department also serves as a partner with the City's four youth sports leagues, including Sierra Madre Little League, Sierra Madre Girls Softball Association, and the Pony Colt League.

Additionally, residents are provided access to programs focusing on the values of recreation, including positive alternatives for children and youth to reduce crime and mischief especially during non-school hours; it increases social connections while promoting access to outdoor spaces for children and adults, learning through play and being active; it promotes arts, culture, and fosters interactive therapy through crafts, exercise, and multi-generational group activities; and offers parks as a form of serenity and the inspiration of nature and outdoor spaces by preserving natural and cultural resources in our community.

Mission

The Mission of the Sierra Madre Community Services Department is to provide safe facilities, quality services, and programs that are affordable, open, and friendly to enrich the overall quality of life for all visitors and residents.

Vision

The Community Services Department works as a collaborative thriving workforce to... *"Create A Healthier Community Through People, Parks, Programs"* ...and so it inherits the goal of providing positive experiences and opportunities to the community for engagement, recreation, personal growth, cultural & physical enrichment, and essential hands-on learning activities.

Overview



The Library provides services that are "a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, and a resource for continuing education and re-education beyond the years of formal education,..." (California Education Code)

The department operates under the direction of the City Librarian. Library staff consists of five full-time and seven part-time employees providing 43 hours of public open hours per week. The Library provides access to current book and media materials through physical and electronic collections. The Library also produces programs focusing on reading, literacy, technology, and cultural growth, and maintains the City's historical archives.

Mission

It is the mission of Sierra Madre Public Library to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community.

Vision

The Sierra Madre Public Library aspires to offer the community endless possibilities through enriched experiences; building an awareness and involvement in the community.

Community Services Manager Summary

The Sierra Madre Community Services Department continues to thrive with the mission of providing safe facilities, quality services, and programs that are open, friendly, affordable and inviting for our numerous families, visitors, schools, community leaders, and stakeholders. After months of collaborative planning, the joint Town Hall meeting with Community Services and Sierra Madre Public Library came to fruition and purposefully showcased our offerings while sharing with our guests where we have been, our accomplishments for today, and the goals for the city's future.

Overall, it has been an exciting venture to foster awareness and why it is critical to provide essential services that conserve the public with both traditional and progressive programs. Learning more about the Library with City Librarian, Leila Regan and their team was an experience for growth with Community Services staff members; more so it allowed us to assess and work proactively for the needs of every child, adult, parents, seniors and the stakeholders that support our vision. Consequently, over the fiscal year of July 1st, 2021 through June 30, 2022, the Community Services Department operated the following:



- Sierra Madre Nutritional Program - 15,275 Meals
- Senior Class Programs Attendance - 2,000
- Park Programs Attendance - 8,000 to 10,000
- Park Programs - 300

Across our local parks and centers, we are able to present something valuable for everyone – recreational, educational, multicultural, and seasonal programming for resident families in the community as well as neighboring cities. Most importantly, "community services" are not simply what we do; it is who we are and how the department devotedly aims to uphold the development of *healthier communities through people, parks and recreation programs.*

As parks and recreation professionals, we have the distinctive opportunity to promote community engagement and outreach efforts as accomplished through the joint Town Hall event. The community learned about how Memorial Park is core to the department, and home to the Hart Park House seniors, recreation outlets, and year-round activities. Residents and visitors shared their love of hiking, playing, walking across town, engaging in special events, activities and popular outdoor sports. With public-private partnerships, we have established promising collaborations amongst county districts, community-based organizations and businesses. Thus, we continue developing and working together to yield greater benefits for the community. Lastly, we extend an overwhelming appreciation to the public for their time, our facilitator Mayor Pro Tem Kelly Kriebs, the City Council, City staff, and the Community Services Team.


Love My Library



City Librarian Summary

The Sierra Madre Public Library was excited to recap and share some of their achievements over the past year and to talk about the future of the Library. This past fiscal year, which ran from July 1st, 2021 to June 30, 2022, the Library had:

- 42,079 patrons walk through our doors
- 103,616 items checked out
- 500 programs
- 10,199 attendees for programs



The future of the library is focused on the Library building Meaningful Improvement Project. The Library has received $10,669,210 in state and federal grants for Library building renovations, with a special thanks to Assembly Member Chris Holden's office. These grants are to cover very specific renovations and updates. They can't be used, for example, for extra staff hours or books.

During renovations, the library will be temporarily relocated to the *Sierra Madre Room at the YMCA located at 611 E Sierra Madre Blvd* [1]and will temporarily convert a community services van into a Mobile Library.

This town hall meeting was a wonderful collaborative effort with the City, the Library, and the Community Services Department. Used as a catalyst to help the City of Sierra Madre update their strategic plan, the joint town hall meeting was a great opportunity for community stakeholders to provide input. Working with Community Services Manager, Silva-Barron was a great experience and provided a unique opportunity to team up and learn more about Sierra Madre's needs.

With "breakout discussions" aimed at learning "What the community appreciates most about the Library?" "How can the Library enhance their current offerings?" and "What would the community like to see happening with the Library?" attendees were able to provide direct feedback to staff. These breakout discussions provided insight on the importance of staff, programming, archives, collections while also illuminating where the Library can grow.

The Joint Town Hall Meeting was an excellent opportunity to gauge awareness of the Library's offerings in the community and to learn about where we can develop. Thank you to our city council members, especially Mayor Pro Tem Kriebs, our City staff, the Library staff, and the public for attending and supporting this event.

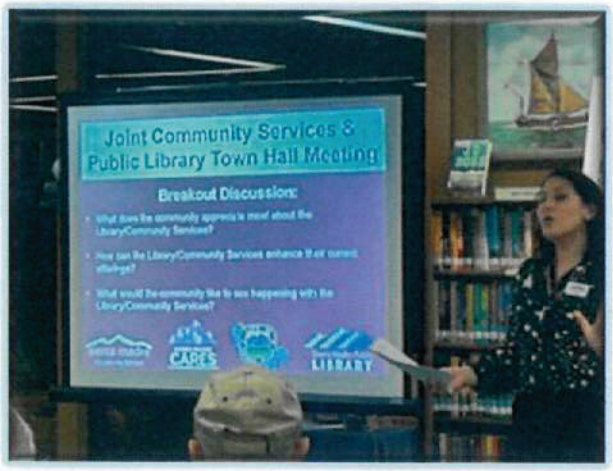
[1] Since the Joint Town Hall Meeting the temporary Library location has changed to **350 W Sierra Madre Blvd.**

Breakout Discussion Questions and Community Feedback

During the joint town hall meeting, attendees participated in breakout discussion groups and had the opportunity to speak more directly with the community service and public library departments. Residents were able to learn more about each department and provide feedback.

Breakout Discussion Questions:

- What does the community appreciate most about the Library/Community Services?
- How can the Library/Community Services enhance their current offerings?
- What would the community like to see happening with the Library/Community Services?





Community Services Feedback

Aspects the community appreciates the most about the Community Services Department:

- **Staff**
  - Staff are appreciated for the continuous programming they offer year-round.
  - Residents acknowledged how team members work with various age groups from youth to families, the senior community, and respective organizations like the Senior Community Commission and the Community Services Commission.

- **Outdoor Amenities and Recreation Facilities**
  - The community appreciates recreational opportunities such as park spaces, hiking trails including Mt. Wilson Trail and Bailey Canyon Park, Memorial Park and Sierra Vista Park; gathering places such as Kersting Court.

Suggested Enhancements for the Community Services Department:

- **Program/Event Promotions/Communication**
  - More programs at the Aquatic Center to mediate public swim concerns
  - Playhouse partnerships to bring forth new performances in the park
  - Include promotional flyers in the city's water bills to reach residents
  - Bring back Wistaria Vine Program Brochure
  - Possible water bottle refill stations added at facilities
  - Dog Park improvements (large dog park needs love)
  - Community Garden – more spots needed to expand plot space
  - Create more programs to fit into multi-generational programming (youth and adult programming needed)

What the community would like to see happening with the Community Services Department:

- **Parks, Recreation Offerings, Amenities and Projects**
  - Pickleball Courts Conversion
  - Summer "Dive-In" Movies
  - Teen Volunteer Programs
  - Contracted recreation classes through the City

- Community Services at the Recreation Center, offer space for expanded programming.
- City Aquatic Center – lower fees for pool usage, bring back city swim team, bring back city lifeguard program.
- Strongly need year round programming for youth and adults.
- New Resident "welcome event" or informative program packages
- Bring back Family Excursions (Dodger Game nights, Whale Watching, theme parks, museums, etc.)
- Make Community Services the center of town (library on one end of the city and community services on the other side providing programs for all.)





Recreation Coordinator & Administrative Analyst are leading the audience during breakout sessions.

Public Library Feedback

Aspects the community appreciates the most about the Public Library:

- **Staff**
  - Attendees really appreciated the Library's staff. They are welcoming, accommodating, and well informed.
  - One former staff member – Joe Ragusa – was so missed he was mentioned as a plea to return.
  - Staff was also mentioned as being kind-hearted and hard working.
- **Programming**
  - Diverse programming, offering a wide variety of programming.
  - Multiple creative programs for all ages.
  - Large offerings of children's programming were appreciated.
- **Archives**
  - Community is very supportive of the Library's archive collection that is part of the Sierra Madre Historical Preservation Society.
  - Feels the Library is doing their part to protect Sierra Madre's history and want to see this continue.
  - Acknowledging history – this library is the 4th oldest public library in Los Angeles County.
- **Digital Resources**
  - Really appreciated having the 24/7 online access to eBooks and other digital resources.
  - Enjoy of selection of online books and audiobooks.
  - The amount and variety of online services besides eBooks and audiobooks is great.
- **Location**
  - The library is a great west anchor of the city and set apart from other notable city areas like City Hall, Kersting Court, and the YMCA.
- **Friends of the Library**
  - Community is very proud of their volunteer-based Friends of the Library that raises funds to support library programs, collections, and more.
- **Library is for Everyone**
  - Appreciate the Library's ability to be inclusive.
- **Community/City Department Partnerships**
  - The Library works a lot with local organizations, businesses, and other city departments to provide programming, supplies and more.

Suggested enhancements for the Public Library:



- **Program/Event Promotion/Communication**
  - Social media and online calendar is not enough.
  - Want to see a library newsletter emailed directly to people about our events. Similar to the Village View newsletter sent out by the city but Library specific.
  - Publicize more in local news outlets.
    - The Library does submit weekly events to the Mountain View News, suggestion was to make it more prominent.
    - Library events are also published in the monthly Friends of the Library newsletter, but the newsletter is often not received within the first week of the month.
  - Instead of relying on the Library website and online calendar, putting upcoming events on the Library catalog for better visibility.
  - Have events available in the Calendar of Events on the City Website.
  - Events aren't explained well. There is too much of a focus on graphics.
- **Library/City Website**
  - The Library's website is hard to navigate with too many pages to click through to get to the information you need.
- **Collection Development**
  - New releases and requests take too long to get on the shelves.
    - One community member complained about new releases taking 6-8 months to be available at the Library.
- **Programming & Services**
  - Wants to see services and programming for local authors/poets.
    - Have a local author selection.
    - Have a local author readings or a list.
    - A workshop on how to self-publish.
    - How to write/unlock through journaling.
  - Travel programs.
  - Mindfulness practices.
- **Local History**
  - Concerns over our local history and archives being properly protected at the Library.
- **Facilities**
  - The Library should get solar panels.
  - The Library should provide electric car charging stations.
  - The Library should have water bottle filling stations.

Post-Event Survey and Results

Following the joint town hall meeting, attendees were emailed a survey asking them to prioritize the importance of the items most commonly identified during the breakout discussions at the joint town hall meeting. The survey results will assist both departments in helping to develop a city-wide strategic plan that will best serve the citizens of Sierra Madre.

The post-event survey was emailed to 30 event attendees.

A total of 8 responses were received.

Community Services Department Survey Questions:

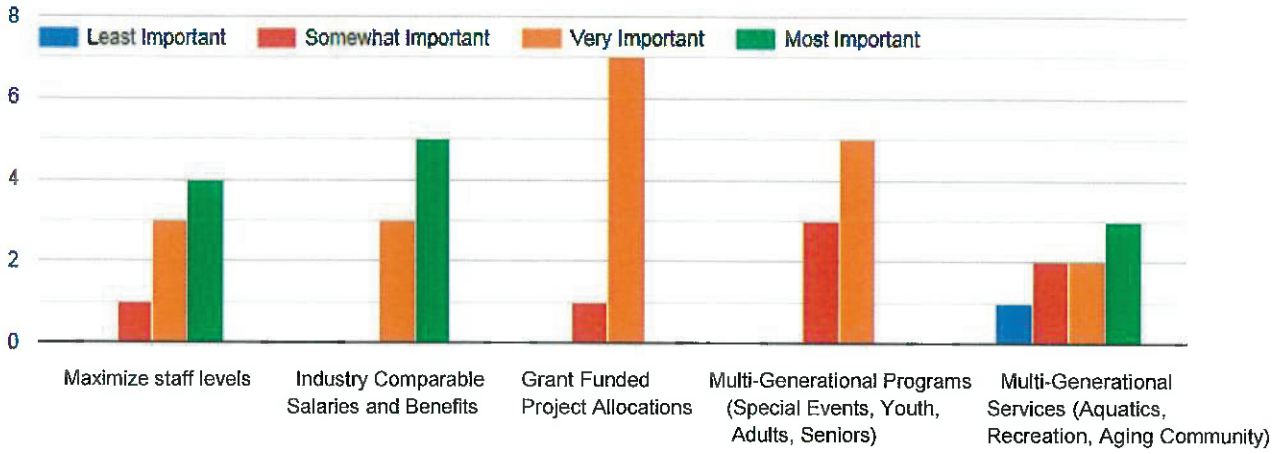
- Please rank the following offerings by level of importance.
  - Community Partnerships
  - Outdoor Amenities (Parks, Facilities)
  - Multi-generational Programs (Special Events, Youth, Adults, Seniors)
  - Multi-generational Services (Aquatics, Recreation, Aging Community)
  - Film Permits (productions, motion, still photography)
- Please rank the following in order of budgetary importance.
  - Maximize staff levels
  - Industry Comparable Salaries and Benefits
  - Grant Funded Project Allocations
  - Multi-generational Programs (Special Events, Youth, Adults, Seniors)
  - Multi-generational Services (Aquatics, Recreation, Aging Community)

Public Library Survey Questions:

- Please rank the following offerings in order of importance.
  - Programs for All Ages
  - Staff Training
  - Services (Digital & In-Person)
  - Book/Collection Development
  - Community Partnerships
- Please rank the following offerings in order of budgetary importance.
  - Programs for All Ages
  - Industry Comparable Salaries and Benefits
  - Book/Collection Development
  - New or Maintained Digital/In-Person Services

Community Services Survey Results

Please rank the following in order of budgetary importance for the Community Services Department.



Summary of Results:

The Community Services Department works diligently to ensure responsible management of funds and explores viable options to better meet community members' needs and conserve the public interest.

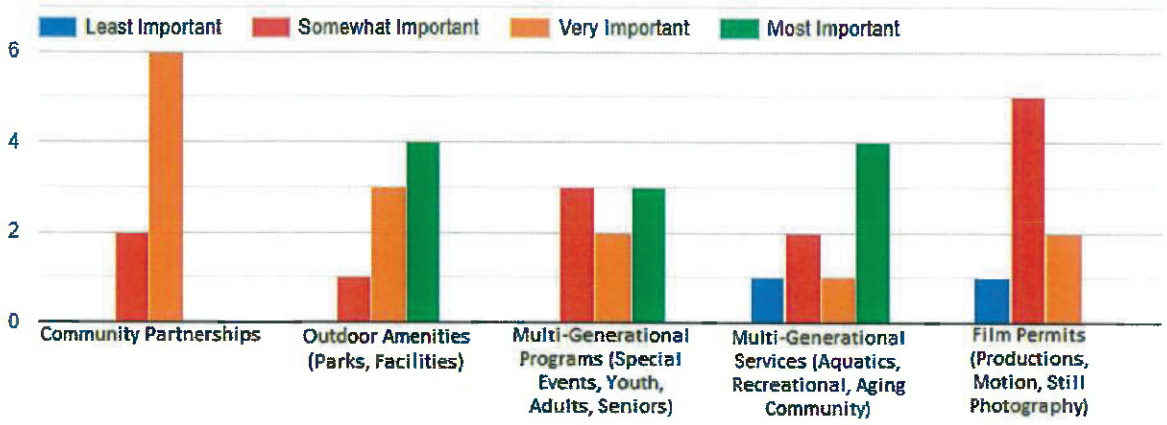
Rated *most important*, the communal response was that Community Services staff receive comparable salaries and benefits, followed by maximizing staff levels and budgeting for multi-generational services that range from aquatics to recreation and the aging community.

Considered *very important*, when it comes to the Community Services budgeting was establishing grant funded project allocations, followed by our multi-generational programs, and equally comparable were maximizing staff levels and industry-standard salaries and benefits.

For some of our community, multi-generational programs were considered only *somewhat important* followed by multi-generational services; grant funded projects allocations, and maximizing staff levels.

Only one community member felt budgeting for multi-generational services was least important.

Please rank the following offerings provided by the Community Services Department by level of importance.



Summary of Results:

The Community Services offerings of outdoor amenities coupled by multi-generational services and multi-generational programs which collectively encompass special events, youth, adults, seniors, aquatics, recreation and the aging community, all deemed to be the *most important*.

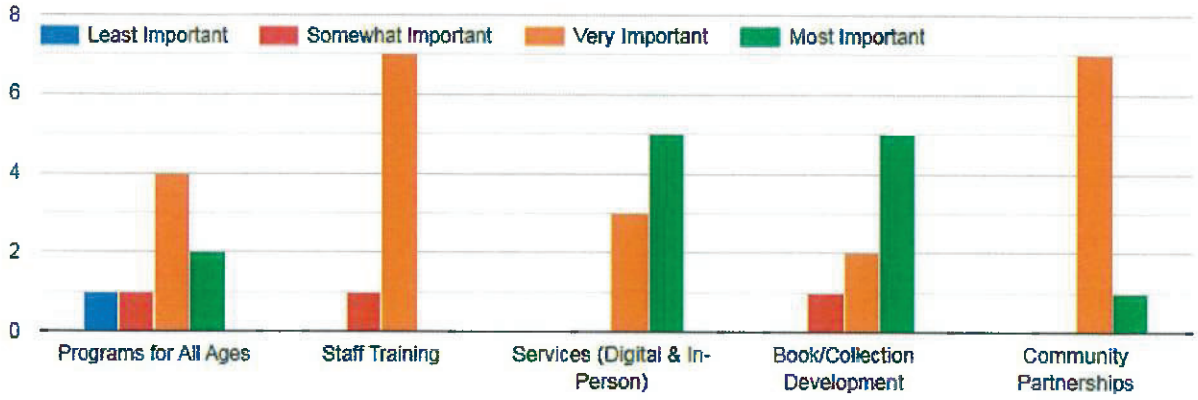
Community Partnerships as highly demonstrated are *very important* to the community, followed by the aforementioned outdoor amenities, programs, services, and film permit productions.

For community members, film permits were considered as *somewhat important*, followed by the programs and services for multi-generational populations. Few rated community partnerships here.

Finally, there was one member of the community who answered the survey with offerings for both multi-generational services and film permits being considered the *least important*.

Public Library Survey Results

Please rank the following Library offerings in order of importance.



Summary of Results:

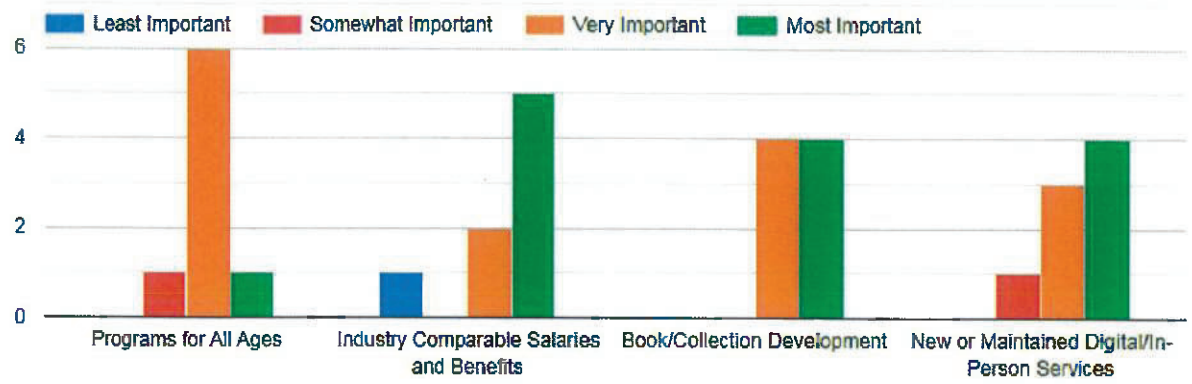
The Library's book collection and services available both in person and online were deemed to be the most important offerings followed by the Library's programming and community partnerships.

Staff training and community partnerships were very important to our community followed by programming, services, and book collection.

For some community members programming, staff training, and book development were considered only somewhat important.

Finally, there was one member of the community who answered the survey with the Library's programming being considered the least important of the Library's functions.

- **Please rank the following Library offerings in order of budgetary importance.**



Summary of Results:

When it comes to the Library's budgeting we want to ensure the public that Library and city funds are being used appropriately.

Most important for our community was that our Library staff receive comparable salaries and benefits. Our community members also value appropriate spending on the Library's book collections and digital or in-person services. Finally, the Library's programming was also considered a most important item for budgeting.

Considered very important when it comes to the Library's budgeting was programming, followed by our book collection, services, and comparable salaries and benefits.

For some of our community, programs and services were considered only somewhat important.

Only one community member felt budgeting for comparable salaries and benefits for staff was least important.





Closing Remarks

This was a wonderful opportunity to check the pulse of the community and discover the direction Sierra Madre wants to see the Community Services department and the Sierra Madre Public Library grow. It is only with collaboration of our civic leaders and direct feedback from our citizens that our departments can enhance their services and develop a greater standard of service to truly benefit residents, visitors, and all stakeholders of Sierra Madre.

While the departments do differ in the desired enhancements and importance of certain functions, it was clear the community sees both Community Services and the Public Library as valuable parts of Sierra Madre.

This Joint Town Hall meeting has given both departments a lot to be proud of and a lot to consider regarding the needs of Sierra Madre. It has provided a much needed reconnect with the community and opened the doors for feedback and involvement.

The Community Services department and the Sierra Madre Public Library hope to use this meeting to springboard into the upcoming City-wide strategic plan. Both departments want to ensure the community stays connected, heard, and welcomed when it interacts with the Community Services department or the Sierra Madre Public Library.

Additionally, both departments want Sierra Madre to continue to find peace, comfort, and warmth at any of the city's facilities. With this newly gained knowledge, the Community Services department and the Sierra Madre Public Library will work to improve programming, services, facilities, and continue to work with staff and the City on training and wages.

We want to thank the community of Sierra Madre for coming out that evening and being willing to open up and share with us what they enjoyed and what their concerns were for both the Community Services Department and the Sierra Madre Public Library.



Leila Regan
City Librarian
Sierra Madre Public Library



Rebecca Silva-Barrón
Community Services Manager
Community Services Department

Acknowledgements

The Sierra Madre Community Services Department and the Public Library would like to thank the following groups and individuals for all of their support and assistance with this event.

Mayor Pro Tem Kelly Kriebs

and the Sierra Madre City Council

Laura Aguilar, Deputy City Manager

and the Communications Department

Damien Doperoy, Jennifer Peterson

and the Public Works Department

All members of the Community Services Department and the Sierra Madre Public Library who collaborated and participated in the event.



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Sierra Madre Department of Public Works

Open House

May 20, 2023

Closing Report

Sierra Madre City Hall Town Hall Meeting

March 30, 2023

Closing Report

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General Overview of Event



On Thursday, March 30, 2023, at 5:30 p.m., Sierra Madre City Hall which consists of the Information Technology, Administrative Services, Human Resources, Finance, and Planning Departments hosted a City Hall Town Hall Meeting. The purpose of the town hall meeting was to collaborate with the community and collect feedback that would assist in developing the City Hall's strategic plan. The meeting was held at City Hall in the Council Chambers and was moderated by Council Member Robert Parkhurst.

The town hall commenced with an opening address from Council Member Robert Parkhurst, followed by department overview presentations from IT Manager Oscar Millan, Deputy City Manager/City Clerk Laura Aguilar, Assistant City Manager Miguel Hernandez, Director of Finance Hillary Guirola-Leon, and Director of Planning & Community Preservation Vincent Gonzalez. The presentations provided a brief overview of each department's accomplishments in 2022, at the end of each presentation, questions were asked to engage the residents and get their feedback for each department.

Members from all five departments met to discuss the event's overall success, and the information gathered during each departments questions. Each department was then tasked with compiling a report based on all of the data and research collected. The following report is a compilation of the findings submitted by each department.

Sierra Madre
Mission, Vision, Values

Mission Statement

Enhance the quality of life in Sierra Madre by providing exceptional public service

Vision Statement

Sierra Madre will be a thriving, engaged community balancing history and tradition with a progressive and innovative future

Core Values

Accountability -
Integrity -
Innovation -
Collaboration -
Compassion -



Information Technology

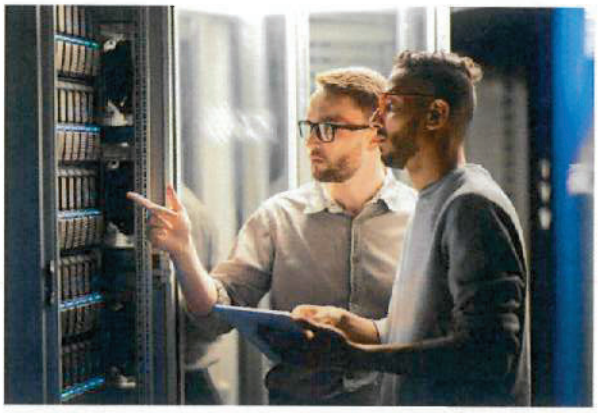
Oscar Millan, IT Manager

Re-Cap

Empower staff to utilize technology to streamline everyday operations

- Help Desk and Support
- Response times 1 hour
- Systems Engineering and Administration - Maintain the City's core system infrastructure





Teams supported by IT

- Police Department
- Fire Department
- City Hall
- Library
- City Yards
- City Employees working remotely
- Future Public Safety Building

Public Facing Projects

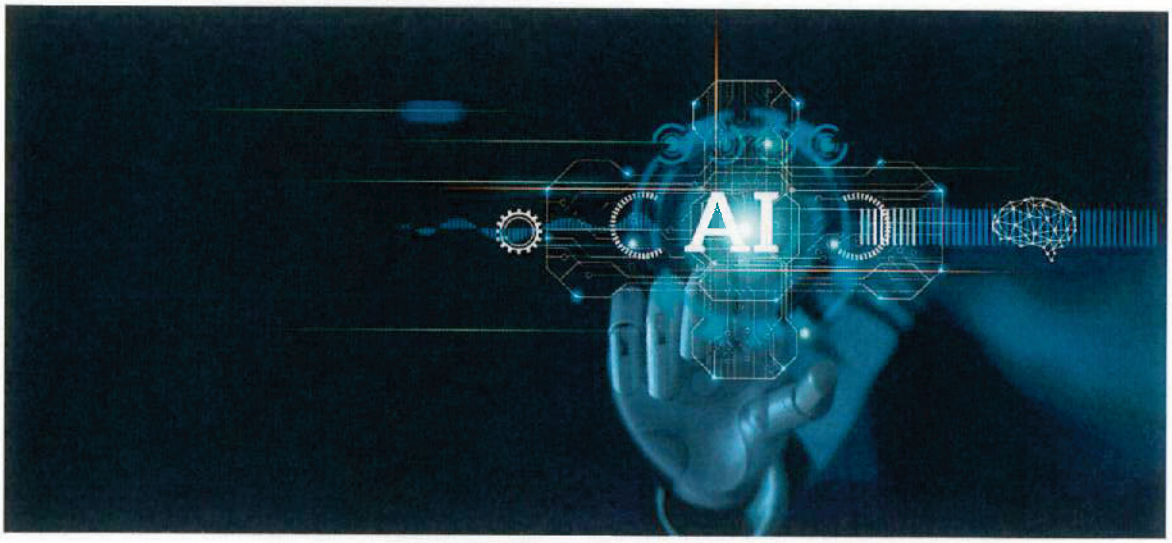
- Current City Public Wi-Fi:
  - Sierra Madre Public Library
  - Memorial Park
  - Kersting Park
- Future Location:
  - Sierra Vista Park
- Kersting Court Kiosk:
  - Real time broadcasting of information
- Covid-19 Response Public:
  - Broadcasting of Meetings



Information Technology
Re-Cap

Internal Projects

- Next Generation 911 in collaboration with Cal-OES
- Cloud PSAP/Dispatch
- New Library and Police Data Centers
- Security Initiatives - Automated Security Response
- Digitized Permit Processing
- Network Re-design



Looking into the Future

- Artificial Intelligence (AI) Disruption and Innovation
- Next 5 to 10 years there will be more changes than the past 100 years
- profound changes to how we do business

IT Discussion Questions and Feedback

CITY PREPARED QUESTIONS:

- 1.) Are you using our City Public Wi-Fi at Kersting Court, Memorial Park, and Sierra Madre Public Library?
  - A.) There were no remarks shared during the session on this matter; nonetheless, the topic elicited a favorable reception from the attendees.

- 2.) What information would you like the City to Post on its electronic message board at Kersting Court?
  - A.) There were no remarks shared during the session on this matter; nonetheless, the topic elicited a favorable reception from the attendees.

RESIDENT FEEDBACK/QUESTIONS

- 1.) Where is the location of the new Library?
  - A.) The location will remain the same

- 2.) What are the strategic goals of the City related to I.T.?
  - A.) While the discussion of broader strategic goals is essential, it was not within the scope of this particular meeting.



Information Technology
Closing Remarks

As the IT Manager of the City of Sierra Madre, I would like to extend my gratitude and appreciation to all who participated in our recent town hall meeting. It was an enlightening and productive event, which showcased the passion and engagement of our community members in shaping our city's future. Your insights and perspectives have been invaluable in guiding our efforts towards a more technologically advanced and secure environment.

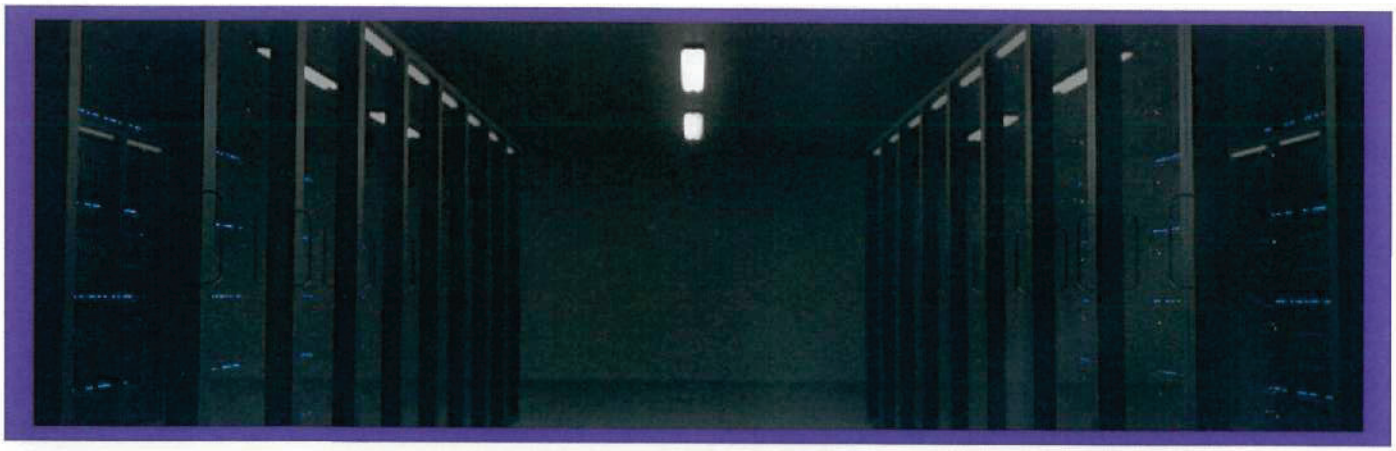
During the meeting, we discussed the importance of staying on top of current IT trends and the need to prioritize cybersecurity. As we continue to embrace new technologies, we are committed to ensuring that our city's digital infrastructure remains safe, secure, and reliable. We have taken a proactive approach to cybersecurity, investing in cutting-edge solutions and training our staff to protect our systems and sensitive information from potential threats.

In addition, we understand the importance of innovation and engagement in driving our city's progress. We are continuously exploring opportunities to implement modern IT solutions that will streamline our processes and improve the quality of services we provide. By leveraging smart city technologies and encouraging public-private partnerships, we aim to create a more efficient, connected, and sustainable Sierra Madre.

As we move forward, we are excited to continue collaborating with our residents, businesses, and stakeholders to create a thriving and resilient digital ecosystem for the City of Sierra Madre. Your ongoing support and participation are crucial to our success, and we encourage you to stay engaged in our initiatives by attending future town hall meetings, visiting our website for updates, and connecting with us through our various communication/social media channels.

Once again, thank you for your active participation in our town hall meeting. Together, we can build a secure, innovative, and vibrant future for the City of Sierra Madre.

Sincerely, Oscar Millan – IT Manager



Administrative Services

Laura Aguilar, Deputy City Manager/City Clerk

Department Vision, and Goals

Vision

- Service Excellence: We commit to providing courteous and compassionate service to our residents and guests.
- Work Development: We are committed to transparency and providing timely services to our customers.
- Innovation and Technology: We commit to identifying technology and software that provides our community with the ability to pay and access their utility accounts, in addition to the ability to receive timely information about City services and events.
- Integrity: We commit to relying on the professional ethics and honesty of every employee.
- Teamwork: We commit to working cohesively to provide quality service to our residents and visitors.

Fiscal Year 23-24 Goals

Goal 1: Further reduce delinquent account balances in utility accounts.

Goal 2: Identify additional opportunities to create more transparency and access to public records.

Goal 3: Increase accessibility to community communications

- Emergency Communications/City Events
- Major Public Works projects
- City events
- City Programs and services
- Expand usage of Government TV Channel 3 (Spectrum)
- Expand usage of Government Radio Station 1630-AM



Administrative Services

Re-Cap

As Deputy City Manager and City Clerk, I am grateful for the opportunity to engage with the community and provide useful information to our residents.



The Administrative Services Department consists of three Divisions: Utility Billing, City Clerk Services, and Communications, and is operated by 4 full-time staff.

Utility Billing is managed by one full-time employee, the Utility Account Specialist.
Responsibilities include:

- Generating monthly water/sewer account statements for over 3,800 active accounts;
- Managing delinquent accounts - currently 113 accounts are delinquent;
- Further reducing delinquent account balances through compassionate bill collection methods. This philosophy has helped us reduce delinquent account balances from over $100,000 in 2018 to the current total of $25,179 in delinquent balances;
- Continued education and enrollment into the AMI water account monitoring app.;
- continued enrollment efforts in paperless billing options. Currently, 1,004 accounts are paperless; and
- Continue enrollment efforts for auto-payment of utility bills. Currently, 1,122 accounts are on auto-pay.

Communications is comprised of one full-time employee
Responsibilities include:

- Coordinating communications with various departments through social media, digital, news media, and print messaging avenues



Administrative Services

Re-Cap

City Clerk Services is administered by the City Clerk and another full-time employee. Responsibilities include:

- Processing requests for public records - over 250 requests were received in 2022;
- Generate meeting agendas for City Council - 40 meetings held in 2022;
- Final Report packets are uploaded to the City's website for public access;
- Elections - usually held every 2 years. Sierra Madre has held 5 elections between 2019-2023.
- Process candidate nominations for elected officials, ballot measures, petitions, initiatives, referendums, ballot arguments/rebuttals, Voter Information Guides;
- Produce meeting minutes for all City Council meetings; and
- Commission applications and management of vacant seats.



Administrative Services

Closing Remarks

CLOSING REMARKS

As Deputy City Manager and City Clerk, I am grateful for the opportunity to engage with the community and provide useful information to our residents.

The series of Community Townhall meetings provided valuable feedback from the people that we serve so that we can make decisions that make sense for our community. Understanding the needs and priorities of our residents and business owners gives us better perspective and provides an opportunity to create policy that helps our town. It is through community feedback that we have implemented programs like our AMI water monitoring software, the Public Records request portal, delinquent payment program, and emergency communication plans, like Nixle.

We encourage our community stakeholders to continue providing their insights and feedback so that we fine-tune our policies and procedures to keep up with the ever-changing needs of our Sierra Madreans.

Thank you for the opportunity to serve.



Human Resource
Miguel Hernandez, Assistant City Manager
Department Mission, Vision, and Goal

Mission

The mission of the City of Sierra Madre Human Resources Department is to partner with other City Departments to efficiently produce and sustain a customer service-oriented and safety-minded workforce while service as the catalyst to assure employee success in the performance of the City's mission, keeping in focus that human resources are our most valued assets.

Vision

- Driving Excellence and Innovation: Leads to successful outcomes and moves the organization forward.
- Deploying Recruitment and Retention Strategies: Marketing and communication to attract and retain qualified and diverse individuals to the organization.
- Investing in our Employees' Development: We commit to actively participate in identifying best practices for continuous improvement and expanding our succession management programs that reinforce our strategy to develop from within.
- Integrity: We commit to relying on the professional ethics and honesty of every employee.
- Teamwork: Enhancing the employee experience through a culture of employee engagement, wellness, inclusion, that leads to overall employee well-being, productivity and retention.

Fiscal Year 23-24 Goals

- Sustainability - Retain and recruit qualified staff
- City's emergency operations center (EOC) enhancements
- Finalize city's ADA transition plan



Human Resource
Department Goals

Goal 1: Supervisor Training

Provide additional tools for supervisors, including expanded offerings, new training delivery models, and expanded assessment capability.

Objectives:

- Initiate "core" supervisor training
- Performance management annual evaluation training
- Develop in-house workshops
- Develop communications training (EOC,PIO, etc....)
- Enlist subject matter experts for content delivery

Goal 2: HR Metrics and Technology

Assist departments with decision-making through provision of timely HR data and increased efficiency through improved HR technology

Objectives:

- Explore performance management technology for efficient and timely performance evaluations
- Automate onboarding process
- Automate exit interviewing
- Continue utilizing recruitment software for all department managers to be in the selection process

Metric:

- Percentage of employee turnover
- Turnover reasons (exit interview)



Human Resource
Department Goals

Goal 3: Communications

Informing employees about HR offers, benefits, and training opportunities. Gather feedback from employees for continuing improvements.

Objectives:

- Collaborate with all departments to improve recruitment marketing
- inform employees of policy and/or law updates
- Develop policy training/discussion workshops for all employees
- Develop new and updated current HR forms

Goal 4: Support Departments with Staff Development

Provide career development opportunities for existing staff, and create succession planning for all departments

Objectives:

- Ensure the employee is onboarded properly
- Identify cross-training opportunities for departments
- Increase and promote staff development for growth and promotional opportunities
- Establish clear succession plans in each department

Goal 5: Compensation

Objective:

- Assist in identifying market gaps for City's approved positions
- Maintain City's compensation philosophy standards
- Periodically update compensation study for City's approved position



Human Resource
Closing Remarks

In conclusion, the Human Resources and Risk Management Department Town Hall Meeting allowed residents to gain better understanding of the inner-workings of the Humane Resources and Risk Management Department. After all the time, resources, and effort has been invested in building a strategic plan,, getting the most out of it is critical in achieving both short and long term goals and pursuing identified initiatives. The plan is an organic document that evolves over time as it is informed by choices made by the organization in the coming years. Not just a management tool, this plan and the goals it hopes to achieve can enhance public and staff support and have a positive impact in the community.



Finance Department
Hillary Guirola-Leon, Finance Director
Re-Cap

Finance Department Mission
To facilitate open and accountable municipal operations and financial services, manage, and safeguard the City's resources in a a prudent and comprehensive manner.

Budgeting
We start the Fiscal year with an approved budget. A City budget provides an overview of the resources available and the approved expenditures for the Fiscal Year.

City Operations
The Finance Department also ensures there are proper procedures and approval process' in place for City operations.

Grant Management
There are various grants received by the City and it is important to have records showing the expenditures are made in line with the grantor requirements.

Budget Monitoring
Each month, the department monitors the budget to actual activity throughout the year. Budget monitoring is important because it helps determine if any budget adjustments are necessary.



Finance Department
Feedback and Closing Remarks

Accounting and financial reporting

At the end of the fiscal year, we issue a financial report showing the activity that happened throughout the fiscal year. The financial report gets audited by an independent auditor.

It is an honor to share that the City has been the recipient of multiple awards issued by the Government Finance Association (GFOA). GFOA is a national organization that issues awards to agencies that go above and beyond the minimum reporting requirements. It is our goal to continue receiving these awards that represent the spirit of transparency and full disclosure.

Questions and Feedback

1.) Are there any City programs or services you would like to see funded?

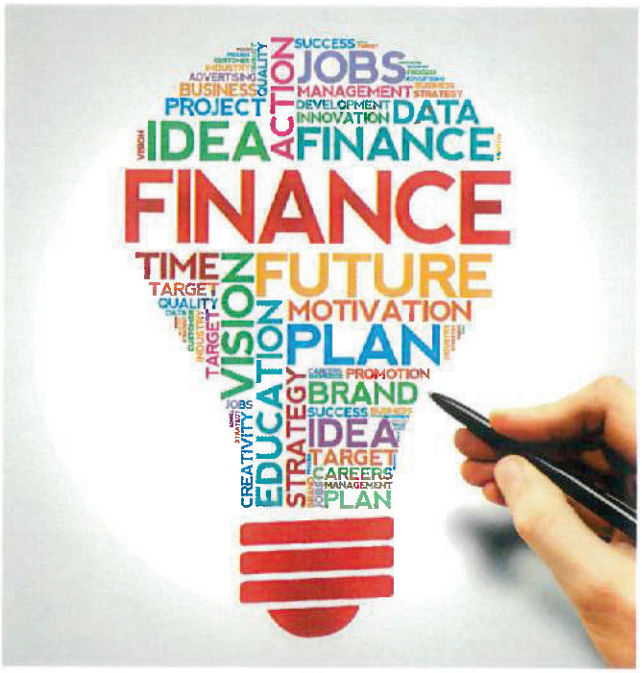
- A resident indicated they would like to see an increase in police presence.
- A resident indicated there should be a non-profit grant program to provide funding.

2.) Do you have any concerns about the City's current financial status?

- A resident indicated there should be a strategic conversation regarding long term issues faced by the City. For example, public safety retention and the need of a special funding source.

Closing Remarks

During the town hall, I was pleased to present an overview of the Finance Departments various operations. There are various tasks throughout the year in the finance department and they revolve around fiscal accountability and transparency.



Planning and Community Preservation Department

Vincent Gonzalez, Director Planning & Community Pres. Dept.

Department Mission, Vision, and Goals

Mission

We are dedicated to providing efficient and effective professional planning and building services to the citizens of Sierra Madre and to development professionals while safeguarding life and property, enhancing the City's economic base, and protecting neighborhoods and their natural environment.

Vision

- **Service Excellence:** We commit to providing courteous service to our residents and guests.
- **Workforce Development:** We commit to making Planning & Community Preservation a learning organization that attracts, develops, motivates, and retains a dedicated workforce.
- **Innovation and Technology:** We commit to actively participate in identifying best practices for continuous improvement
- **Integrity:** We commit to relying on the professional ethics and honesty of every employee
- **Teamwork:** We commit to actively blending our individual talents to achieve outstanding performance and service.

Fiscal Year 23-24 Goals

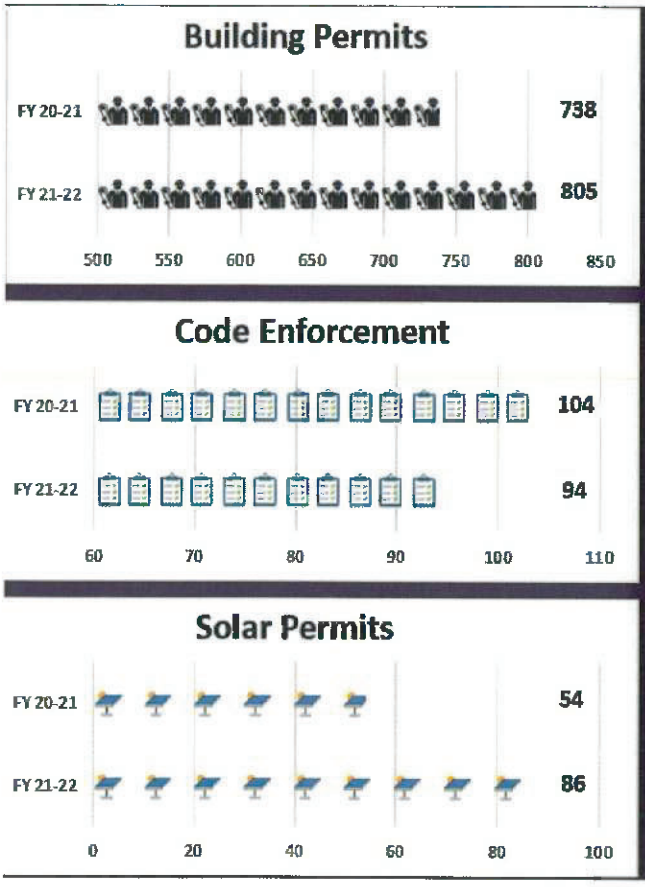
- **Goal 1:** Respond in a timely manner to state mandates
- **Goal 2:** Implement objective findings, design guidelines, and development standards for residential zones from FY 22-23
- **Goal 3:** Modernize the planning process
  - Land Management Software Implementation
  - Online Permitting
  - Electronic Plan Review
  - GIS Integration
  - Finance Integration
  - Public Safety Integration
  - Code Enforcement Mobile Device Software
- **Goal 4:** Tele-Planner Capability



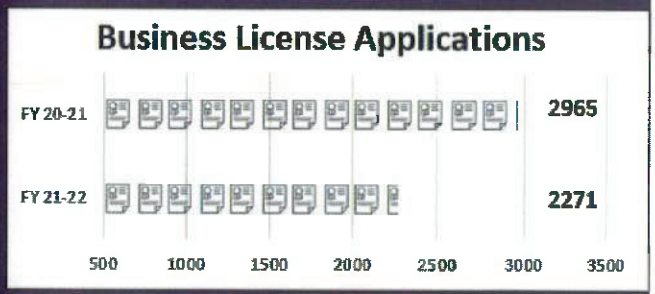
Planning and Community Preservation Dept. Re-Cap

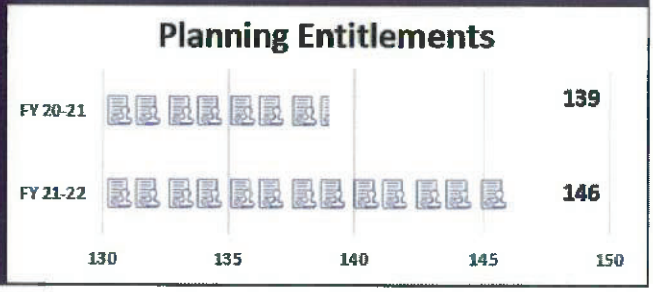
Performance Measures

The Planning Division is currently managing 115 projects from Pre-Application development review thru construction. The charts compare the Fiscal Year 20-21 and 21-22









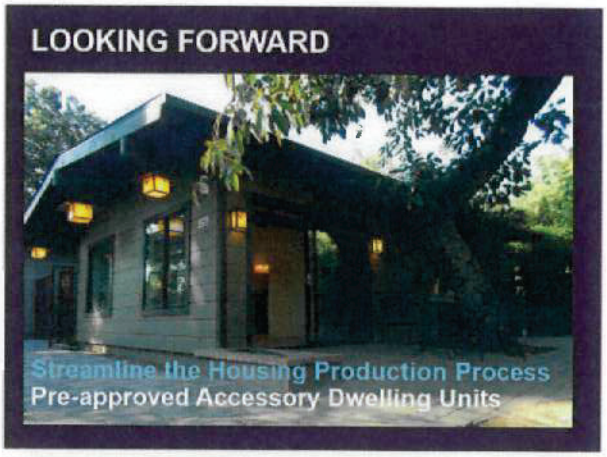
Planning and Community Preservation Dept. Re-Cap

Modernizing the Permitting Process

One of the Departments Fiscal Year 23-24 Goals is to streamline the housing production process. The following efforts will allow us to achieve this goal.

Pre-Approved Accessory Dwelling Units:

The Department participated with the San Gabriel Valley Council of Governments (SGVCOG) to enlist architects to prepare pre-approved design and construction documents for Accessory Dwelling Units, Residents will be able to purchase shovel-ready projects directly from the participating architects.



Electronic Plan Review:

The Department is looking forward to establishing an electronic plan review and permitting platform. Some Key Benefits Include:

- Faster Turn around
- Parallel plan reviews
- Applicant can track project status



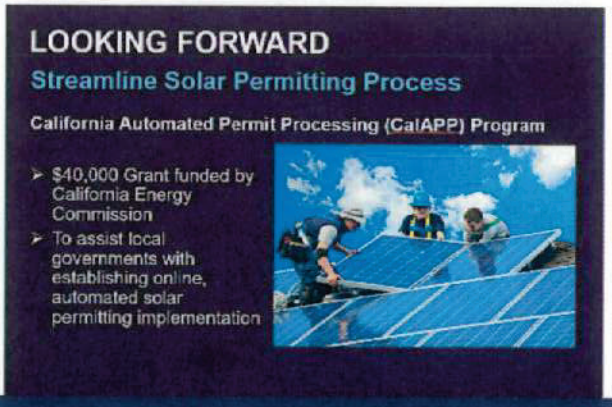
Streamline Solar Permitting Process:

We are also making the same efforts to streamline the solar permitting process.

Last fiscal year we processed 86 solar permits.

The Department applied for a $40,000 grant from the California Energy Commission.

The use of the grant is to assist local jurisdictions to employ an automated permitting process.



Planning and Community Preservation Dept. Questions

Group Discussion Questions:

1.) Are there any specific planning projects that you believe would have a significant positive impact on our city's overall livability?

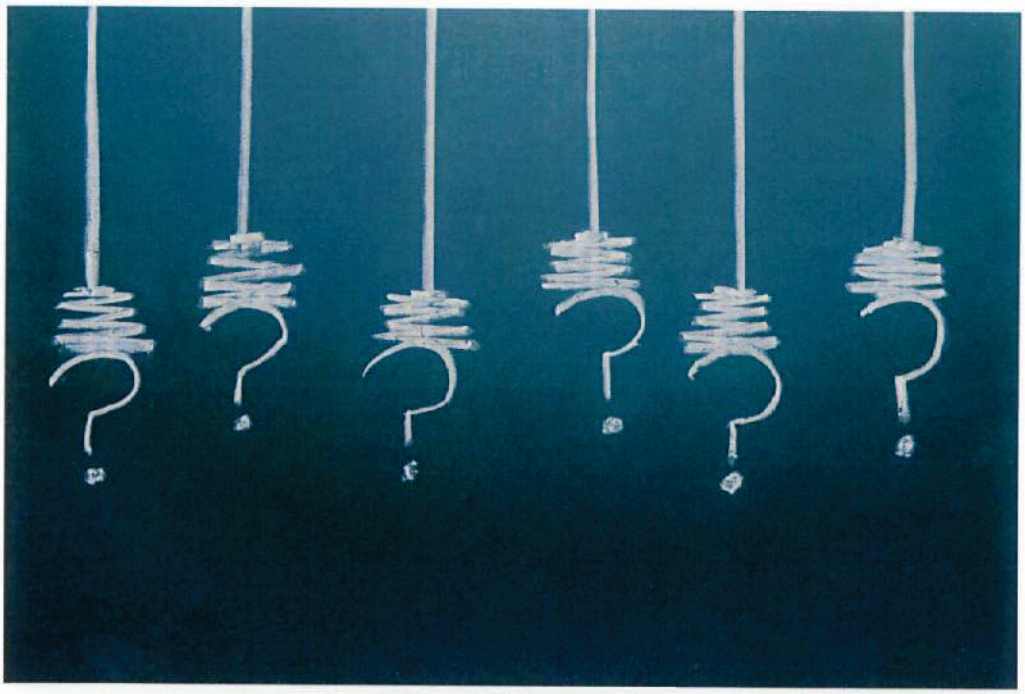
GREEN PLANNING OF PUBLIC SPACES: Streets should be designed for people, with 'green' streets, new corridors, and public spaces as centers of social life.

2.) What types of community preservation initiatives are you most interested in seeing implemented in our city?

PRESERVATION of open space and historic sites, create affordable housing, etc...

3.) Are there any specific policies ir initiatives that the Planning & Community Preservation Department should prioritize in order to address the climate crisis?

SUSTAINABLE BUILDINGS AND INFRASTRUCTURE: Optimize energy consumption and management of resources in buildings and utilities: electrification of appliances, solar, waste, water, and energy.



Planning and Community Preservation Dept. Feedback

Feedback Received:



1. Does the City have a Master Sidewalk Plan?

The City adopted a four-year plan which divides the City into 3 segments. An inventory of sidewalk conditions was conducted citywide. A citywide inventory was prepared with the goal of repairing sidewalks in one of the three segments each year, and the fourth year is allocated to repeat the inventory again.

In furtherance of general traffic and circulation questions, it was announced that UC Berkley Case Study called Safe Trek focuses on pedestrian, bicycle safety, and other non-vehicular safety. Circulation Element which is contained within the General Plan. Police Department is also compiling traffic data and accident data for use in traffic plans going forward.

2. Is the City taking advantage of grants offered by the State to support solar production?

The City is participating in the California Automated Permit Processing (CalAPP) Program. The City received a $40,000 grant funded by the California Energy Commission to assist local governments with establishing an online, automated solar permitting process.

3. A commenter expressed safety concerns about Kersting Court steps.

The Public Works Department added handrails to the steps at Kersting Court and will continue to address safety and accessibility concerns.

4. Can current Infrastructure support new development projects proposed in the City?

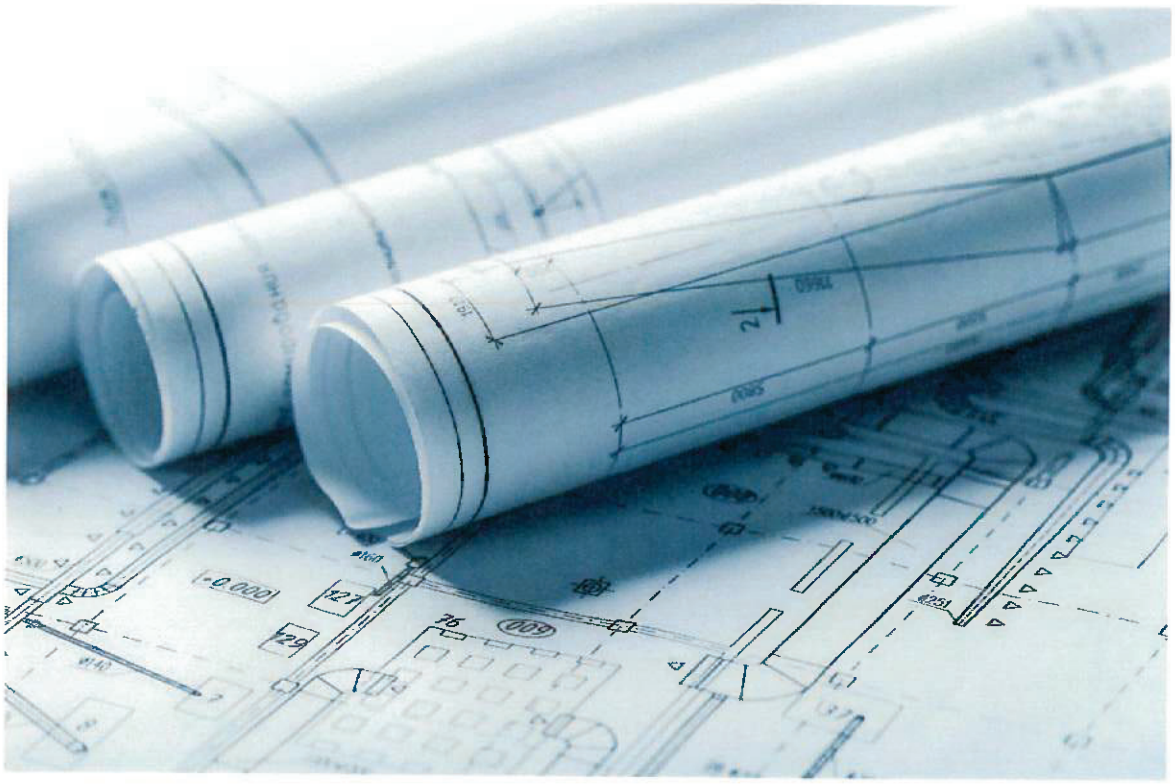
The City is largely built out with the exception of a few underutilized sites with development potential including the Stonehouse parcel, a portion of the Mater Dolorosa Retreat Center property, and two parcels on Lotus Lane. Any development will be required to upgrade infrastructure to accommodate demand.

5. City should consider requiring installation of fencing at elementary and middle school sites to secure students and faculty from active shooters and other incidents of harm.

Pasadena Unified School District is the responsible party to address school safety.

Planning and Community Preservation Dept. Closing Remarks

In conclusion, the Planning and Community Preservation Department Town Hall Meeting allowed stakeholders to better understand the dynamics of the Department responsibilities and our service to the community of Sierra Madre and the State of California. The Department continues to aspire to provide efficient and effective professional planning and building services to the citizens of Sierra Madre and to development professionals while safeguarding life and property, enhancing the City's economic base and protecting neighborhoods and its natural environment.



DEPARTMENT OF

PUBLIC WORKS

CITY OF SIERRA MADRE

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Department Overview

The Public Works Department (PW) consists of seven (7) full-time employees and one (1) part-time position. The Department is responsible for the maintenance of all City infrastructure, including streets, storm drains, maintenance of all city buildings, park and landscape contract, city-owned trees, and the City's vehicle fleet. Staff's responsibility extends to various environmental compliance efforts including stormwater quality, air quality, solid waste landfill diversion programs, and local wildlife and tree protection codes. PW staff administers the City's contracts for Public Works projects, engineering services, solid waste disposal, street sweeping, transportation, ground maintenance, facility maintenance, Community Development Block Grants, and tree trimming services. PW staff is also the primary contact for the So. Cal. Gas Company, Southern California Edison, Clean Power Alliance, Athens Services, Spectrum Cable and Frontier Phone Service.

The PW Department under the direction of Director Cimino with Arnulfo Yanez, Deputy Director/City Engineer, James Carlson, Management Analysis, PT (40%), and Jennifer Peterson, Administration Assistance, PT (30%) the Public Works office is continuing to complete important projects and supporting the other departments with their facility needs and events. The PW Department continues to struggle to maintain proper staffing levels for an efficient department. Currently, Human Resources is assisting with filling one vacancy, (six in total for the current Fiscal Year). The PW Department is always looking for ways to better the department and utilize our skills to the benefit of our residents, businesses, and visitors.

The Utility Services Department provides high-quality drinking water and sewer system maintenance to approximately 11,100 residents within the boundaries of The City of Sierra Madre. The department consists of 10 (Ten) full-time employees.

Water Operations and Supply:
The Utilities Department continues to diversify its water supply portfolio to ensure a reliable water supply during drought, regulatory constraints, and emergencies. Water rights account for approximately 45 percent of the City's water from our local groundwater aquifer. An additional 55 percent of the City's supply is imported from the San Gabriel Valley Municipal Water District. Imported water is allowed to percolate into the ground where it supplements our local groundwater aquifer. Water is produced by four groundwater wells and one natural spring. In total the department produces approximately 750 million gallons of water each year. Water is distributed through a network of over 55 miles of distribution water mains to over 3,800 metered connections.

Sewer Operations:
The Utility Services Department maintains approximately 34 miles of sewer mains and 866 sewer access points.
Personnel provides preventive maintenance services, repairs, engineering evaluations of sewer facilities, and administer the City sewer ordinances and sewer construction programs. The Department also repairs and makes improvements to the sewer system.

Board/Committee Liaisons

The Public Works Staff serves as liaison to the:

- Energy, Environment and Natural Resources Commission
- City Council - Water Sub-Committee
- COG Water Resources Committee
- Los Angeles Regional Agency (Solid Waste)
- Los Angeles Permit Group (Stormwater)
- Rio Hondo/San Gabriel Water Quality Group
- Sierra Madre Environmental Action Council
- Clean Power Alliance

The Utility Department serves as liaison to the:

- City Council Water Sub-Committee
- San Gabriel Valley Municipal Water District
- Raymond Basin Management Board (Board of Directors)

Public Works and Utility Services Departments' Mission Statement

We are dedicated to delivering quality customer service to our community. As a team, we strive to update services in response to changing needs. We are committed to providing all services in a manner that is professional, courteous, cost-effective, efficient, and understanding.

Public Works and Utility Services Departments' Open House

The Department of Public Works held an Open House on Saturday, May 20th 2023, at the City Yards, as a part of the ongoing effort to develop the Strategic Plan. At this event, visitors were able to walk around and learn about the different elements and jobs that the department takes on as well as explore the City Yard, which is rarely open to the public. From 9 AM to 1 PM, the yard saw about 150 visitors, in which 50 of whom were children. The event was especially popular with the little ones, due to the construction hats and vests we handed out as well as the trash truck bounce house from Athens. Adults and children alike were able to interact on a more personal basis with the crew and learn about each of the jobs they do. Attendees were given the opportunity to provide feedback to the Department and let us know what they felt was the most important duty that Public Works takes on. Attendees were also given gift bags which included an array of water conservation tools as well as a card with Public Works social media and contact information. Overall, the event was a huge success and the Department is looking forward to making this an annual Open House during Public Works Week.

Feedback
Feedback cards were handed to each attendee to fill out, and 17 cards were received.

The questions that were asked to attendees included:

1. How can Public Works better serve you?
Residents responded in a very positive manner by stating that the Public Works Department has been and is doing a great job, and that people were extremely appreciative of the work we do.

2. How do you find out about Public Works information/projects?
Residents were given a multitude of options to choose from, including social media, newspapers, door hangers, word of mouth, banners, and handouts. The most popular chosen options were social media, banners, and word of mouth.

3. What do you prioritize in regard to the Public Works Department and the work we do?
Residents were given seven options which included water, sidewalks, parks/ facilities, environment, trees, street improvement, and infrastructure/capital projects. The number one chosen option was water, followed by environment, street improvement, infrastructure/capital projects, and trees.

4. Anything else that you think would be important for Public Works to know?
One resident stated that they would like the streets in the canyon to be fixed, and another stated that they would like to see trash cans in the 600 block of West Sierra Madre Blvd.

Vendors

Vendors at the event included companies that serve our community through Public Works contracts. Vendors included the San Gabriel Valley Municipal Water District, West Coast Arborists, Athens Services, and Post Alarm Systems. Each vendor had a booth set up and attendees were able to go around to each and learn about what they do and the services they provide to the city. As mentioned before, Athens Services was able to provide a trash truck bounce house which was a huge hit for the children. Post Alarms Systems provided an old vintage car which was great for pictures.

Public Works Crew

The public works crew received outstanding feedback from the attendees and were able to interact on a more personal level with residents. The crew was dispersed among different stations throughout the yard, such as the spreading grounds, the wells, the booster house, the sign shop, and the mechanic shop. They were also able to put out important equipment such as the front loader, backhoe, and repurposed ambulance made into a sewer camera truck. At each station, they were able to explain the function of it and some of the duties that go along with it.

Councilmember Gene Goss got the event started with an excellent speech recognizing the PW department and staff and the hard work they do for our City, as well as recognizing National Public Works Week.

Open House Event Conclusion

In conclusion, the first annual Public Works Open House was a huge success. We found that the public is truly interested in learning more about the different types of work that Public Works does, especially learning about our unique water system. Attendees also got an insight into some of the vendors/contractors that we work with. We are excited to make this event happen annually and are thinking of more ideas and ways we can teach the public about our work. The feedback received was very valuable in terms of our strategic plan, and gives us a better idea of what areas of work the residents most value.

Compilation of completed Action Steps

October 14, 2025

PS 1.1 E – Fire Chief will analyze and determine the need for a part-time EOC Coordinator to be included in budgetary planning for 24/25 (and future years). **This was completed.**

PS 1.2 A – FD Training Officer shall identify strengths and weaknesses of training programs to be submitted to Fire Chief by the First Quarter of 2024. **This has been completed.**

PS 1.2 C – Fire Chief will develop and maintain a strategy to maintain an 85% Paramedic Licensure status for Fire personnel by First Quarter of 2024. This has been completed and expected to remain at the 85% goal.

OS 2.4 A – The updated fee schedule study is to be presented to the city council in the Third Quarter of 2024. This was completed.

PS 3.2 A – The Natural Resources Commission will update the City's Wildlife Management Plan with input from the City Council, the Department of Fish and Wildlife, and the SMPD as needed. **Completed in July of 2024.**

PS 3.2 C – The City's Public Works Department will maintain the recently amended Solid Waste Contract, providing for the introduction and continued maintenance of Bear-Resistant Organics Recycling barrels to all residential customers. **Completed First Quarter of 2024.**

PS 3.2 C – The City's Public Works Department will maintain the recently amended Solid Waste Contract, providing for the introduction and continued maintenance of Bear-Resistant Organics Recycling barrels to all residential customers. **Completed First Quarter of 2024.**

PS 3.3 C – Review of Noise Ordinance and processes/enforcement by Planning Commission and City Council by the Third Quarter of 2023. Natural Resources Commission will consider gas-powered landscaping equipment and provide a recommendation to City Council by the First Quarter of 2024. **This has been completed.**

PS 4.1 B – The Police Department and Public Works Department shall coordinate to obtain a third-party contractor to provide a new traffic survey for selected major streets by Fourth Quarter of 2024. **This has been completed.**

PS 4.2 C – The Department of Public Works will launch the GoSGV Ambassador Electronic Bike Program in the Second Quarter of 2024. **Program has been launched, and is administered by staff in the Administrative Services Department and a local volunteer.**

IG 1.3 A – Library to open at a temporary location First Quarter of 2024. **Completed.**

IG 1.3 B – Design Phase to be completed in the First Quarter of 2024. Internal Phase Review is to be completed by the third quarter of 2024. This has been completed.

IG 1.3 C – Construction to begin in the Third Quarter of 2024. This has been completed.

IG 2.1 A – The Planning & Community Preservation Department will continue to work with the San Gabriel Valley Council of Governments to meet the legislative mandates of AB 434 and will provide a recommendation to the City Council by the Third Quarter of 2024. This has been completed.

CE 1.2 B – Complete Sierra Vista Park Playground project and Fitness Area by Third Quarter of 2024. This has been completed.

CE 3.2 C – The Natural Resources Commission will host Earth Day in April at Memorial Park every year. **This is completed.**

ER 1.1 A – The Department of Public Works will work with the Natural Resources Commission to update the Water Efficient Landscape Ordinance by the Third Quarter of 2025. This has been completed (Direction instead of Ordinance).

ER 1.2 A – Increase AMI participation by 10% by Fourth Quarter of 2025. This has been achieved.

ER 2.4 B – The Planning and Community Preservation Department will implement a plan review process in compliance with the 2022 Solar Access Act (SB 379) by Third Quarter of 2024. **This is completed.**

City of Sierra Madre

STRATEGIC PLAN

10/14/2025

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Sierra Madre Public Safety Town Hall Meeting – Closing Report January 18, 2023

Sierra Madre Library Town Hall – Closing Report March 16, 2023

Sierra Madre City Hall Town Hall Meeting – Closing Report March 30, 2023

Sierra Madre Public Works Open House – Closing Report May 20, 2023

Completed Items

MISSION STATEMENT

Provide exceptional public services that enhance the quality of life, honor the character of our community, and maintain fiscal and environmental sustainability.

VISION STATEMENT

Enhance the quality of life in Sierra Madre by providing exceptional public service.

CORE VALUES

Accountability

Integrity

Innovation

Collaboration

Compassion

STRATEGIC OBJECTIVES, GOALS, STRATEGIES, AND ACTION STEPS

The 2024 City of Sierra Madre Strategic Plan is organized into five chapters: **Organizational Sustainability**, **Public Safety, Infrastructure and Growth Management, Community Enrichment, and Environmental Responsibility.** The Strategic Plan is organized by applying a ladder of direction for each chapter.

Strategic Objectives

Goals

Strategies

Action Steps

As this plan is updated, each Action Step will be reflected in one of four colors:

Green – Action item is completed or on-track for completion by its target time.

Yellow – Action item continues to be pursued; however, there is a delay or important adjustment.

Red – Action item will need to be revised or deleted entirely.

Wistaria – Action item is continuous and is expected to always be a goal of Sierra Madre.

ORGANIZATIONAL SUSTAINABILITY	
STRATEGIC OBJECTIVE	**BUILD AN ORGANIZATION THAT IS INNOVATIVE, FINANCIALLY STABLE, AND CONSISTENTLY DELIVERS A HIGH LEVEL OF SERVICE**
Goal 1	**Improve Staff Stability**
Strategy OS 1.1	**Improve Recruitment Potential**
Action Steps	**OS 1.1 A** – The Department of Human Resources staff to analyze current processes and work with other Departments on enhancing the City recruitment efforts: • *Job announcements* • *Social Media outlets* • *Possible recruitment incentives* **OS 1.1 B** – The Department of Human Resources Staff to work with Department Heads to enhance the City's recruitment efforts, recruit talent can assist in improving City services. **OS 1.1 C** – Assistant City Manager to form HR Subcommittee of employees that are representative of all departments and classifications by the Fourth Quarter of 2025. **Project delayed by Eaton Fire and Recovery.** **OS 1.1 D** – Issue RFP for citywide classification and compensation study, based on scope of work determined by HR Subcommittee by First Quarter of 2026.
Strategy OS 1.2	**Create a "Staff Development Plan"**
Action Steps	**OS 1.2 A** – Provide assistance to all departments in developing protocols that will help and guide employees to grow and develop in their respective fields. **OS 1.2 B** – HR staff to review of City staffing and strategize with Departments on needs, possible new positions, or updating position titles to be more appropriate to the responsibilities of the essential job functions. Review to be completed along with future Classification and Compensation Plan. **OS 1.2 C** – All City Departments will continue participation in regional and sub-regional organizations for professional growth. **OS 1.2 D** – Develop policy training/discussion workshops for all employees. **This will be covered by a major change of approach in policy. Target TBD.**

Strategy OS 1.3	**Enhance Staff Retention Efforts**
Action Steps	**OS 1.3 A** – The Department of Human Resources to provide support for staff to continue providing ideal customer service for its citizens through training and internal workshops. **OS 1.3 B** – The Department of Human Resources will work with Departments on programs and processes to become more efficient.
Goal 2	**Build on Fiscal Stability**
Strategy OS 2.1	**Create a "Sustainable Capital Investment Plan"**
Action Steps	**OS 2.1 A** – Each Second Quarter, the Finance Director shall work with the City Manager, City Treasurer, and Department Heads to develop a Strategic Capital Investment Plan that anticipates the most beneficial investment strategies for the next five years.
Strategy OS 2.2	**Develop and Maintain Long-Term Financial Planning**
Action Steps	**OS 2.2 A** –The Finance Director shall develop a formal process ("step-by-step") for incorporating the Capital Investment Plan, Capital Improvement Plan, Human Resource Planning efforts, Fee Studies, Anticipated State and Federal Legislative Mandates, and any other appropriate consideration into the annual budgeting process. The formal process ("step-by-step") will be developed by Fourth Quarter of 2025, and would be updated as needed. **OS 2.2 C** – The Finance Director shall advise City Council of any changes to financial best practices or any recommendations to reserve requirements as needed.
Strategy OS 2.3	**Conduct Asset Inventory Plan**
Action Steps	**OS 2.3 A** – Department of Finance shall work with all departments to conduct asset inventory and develop a plan for "useful life" considerations. This Plan is targeted for First Quarter of 2026 to be included with the next Capital Improvement and annual budget process.
Strategy OS 2.4	**Conduct Fee Schedule Study**
Action Steps	**OS 2.4 A** – The updated fee schedule study is to be presented to the city council in the Third Quarter of 2024. **This was completed.**

Goal 3	Invest in Innovation and Technology
Strategy OS 3.1	**Improve Electronic Interface/Payment Methods/Security**
Action Steps	**OS 3.1 A** – The Planning and Community Preservation and Public Works Departments implemented Cloud-based software to streamline Planning Entitlement, Permits, Code Enforcement cases, and plan checking and inspection. Full launch of the new interface of Accela Permitting program targeted for First Quarter of 2026. **OS 3.1 B** – The IT Department will seek opportunities and funding to expand public Wi-Fi to additional sections of the City by First Quarter of 2026. Efforts are ongoing and on track for First Quarter of 2026. Items include increasing coverage at the new Library Building, reliability and speed improvements (fiber) at Kersting Court and future coverage at Sierra Vista Park. **OS 3.1 C** – The IT Department will pursue additional cybersecurity funding by the first quarter of 2026 to support the City's risk management and digital resilience goals. This strategy will sustain investment in core security areas, including threat detection and response, network segmentation, endpoint protection, identity management, and staff cybersecurity training.

PUBLIC SAFETY	
STRATEGIC OBJECTIVE	**MAINTAIN A SAFE, SECURE COMMUNITY**
Goal 1	**Enhance and Provide a Mechanism to Maintain Excellent Fire Service**
Strategy PS 1.1	**Achieve Optimum Staffing – Fire Department**
Action Steps	**PS 1.1 A** – Fire Chief will take the lead in conducting an analysis of mission-critical tasks of all divisions and functions and formulate a staffing plan to be compiled within a single "Fire Department Master Plan" by the Fourth Quarter of 2025. **PS 1.1B** – The community will be provided the opportunity to participate in a survey to assist in the development of the "Fire Department Master Plan" beginning in the Third Quarter of 2024. **This has been completed.** **PS 1.1 C** – Fire Chief will incorporate recommendations of "Fire Master Plan" analysis into budgetary planning for future years. **PS 1.1 D** – Fire Chief will analyze and determine the need for a paid intern for the department to be included in budgetary planning for FY 25/26 (and funding for future years). **Funding yet to be determined.** **PS 1.1 E** – Fire Chief will analyze and determine the need for a part-time EOC Coordinator to be included in budgetary planning for 24/25 (and future years). **This was completed.** **PS 1.1 F** – Fire Chief will review the results of the "Fire Department Master Plan" and make recommendations to the City Manager on a strategy to achieve Industry Comparable Salaries and Benefits for the Fire Personnel.
Strategy PS 1.2	**Maintain Industry-Leading Training Practices – Fire Department**
Action Steps	**PS 1.2 A** – FD Training Officer shall identify strengths and weaknesses of training programs to be submitted to Fire Chief by the First Quarter of 2024. **This has been completed.** **PS 1.2 B** – FD Training Officer shall identify at least one STF class and at least one CICCS class to be hosted annually, beginning FY 25/26. **PS 1.2 C** – Fire Chief will develop and maintain a strategy to maintain an 85% Paramedic Licensure status for Fire personnel by First Quarter of 2024. **This has been completed and expected to remain at the 85% goal.**

Strategy PS 1.3	**Properly Equip the Fire Department**
Action Steps	**PS 1.3 A** – Fire Chief will review the results of the "Fire Department Master Plan" and make recommendations to the City Manager on a strategy to fulfill equipment recommendations by the First Quarter of 2026.
Goal 2	**Enhance and Provide a Mechanism to Maintain Excellent Police Service**
Strategy PS 2.1	**Achieve Optimum Staffing – Police Department**
Action Steps	**PS 2.1 A** – Police Chief will review the results of the Department's "Police Department Master Plan" and make recommendations to the City Manager on a strategy to achieve Industry Comparable Salaries and Benefits for the Police Personnel by the Fourth Quarter of 2025.
Strategy PS 2.2	**Maintain Industry-Leading Training Practices – Police Department**
Action Steps	**PS 2.2 A** – The Police Department's Training Manager will continue to provide State and Federal required training for all PD employees.
Strategy PS 2.3	**Properly Equip the Police Department**
Action Steps	**PS 2.3 A** – Police Chief will review the results of the "Police Department Master Plan" and make recommendations to the City Manager on a strategy to fulfill equipment recommendations by the Fourth Quarter of 2025.
Goal 3	**Manage Outdoor Environment**
Strategy PS 3.1	**Maintain Hillside Areas**
Action Steps	**PS 3.1 A** – Fire Department, with assistance from the Public Works Department, will hold brush-clearing events annually. **Complete for 2024 and expected to continue going forward.** **PS 3.1 B** – Fire Department will hold a Fire "Home Hardening" presentation annually. **Complete for 2024 and expected to continue going forward.** **PS 3.1 C –** The Fire Department will pursue increased community fire risk reduction through the establishment of a Sierra Madre Fire Safe Council, and "Fire Wise" status by Second Quarter of 2026.

Strategy PS 3.2	**Manage Wildlife and Human Interaction**
Action Steps	**PS 3.2 A** – The Natural Resources Commission will update the City's Wildlife Management Plan with input from the City Council, the Department of Fish and Wildlife, and the SMPD as needed. **Completed in July of 2024. This has been changed to "Ongoing".** **PS 3.2 B** – Communications Team will publicize components of Wildlife Management Programs (no feeding, hazing, etc.). **PS 3.2 C** – The City's Public Works Department will maintain the recently amended Solid Waste Contract, providing for the introduction and continued maintenance of Bear-Resistant Organics Recycling barrels to all residential customers. **Completed First Quarter of 2024.** **PS 3.3 D** – Explore regional participation with the San Gabriel Valley Council of Government for funding of additional local key Fish & Wildlife staffing. Target First Quarter of 2026. **Sierra Madre hosted a Regional Lunch & Learn in August 2025 and presented to the COG EENR Committee in September 2025.**
Strategy PS 3.3	**Effectively Enforce Existing City Codes**
Action Steps	**PS 3.3 A** – The City's Code Enforcement Officer shall deliver summary reports of violations and actions to the Planning Manager in the Second Quarter of every year, beginning in 2024. **Completed and expected to continue to meet this goal. This has been changed to "ongoing".** **PS 3.3 B** – The Planning and Community Preservation Department will continue Municipal Code updates for business license requirements, findings, and revocation procedures. **PS 3.3 C** – Review of Noise Ordinance and processes/enforcement by Planning Commission and City Council by the Third Quarter of 2023. Natural Resources Commission will consider gas-powered landscaping equipment and provide a recommendation to City Council by the First Quarter of 2024. **This has been completed.** **PS 3.3 D** – Continue to investigate, educate, and enforce the City's prohibition on feeding wildlife.

Goal 4	Create Safe Streets
Strategy PS 4.1	**Manage Traffic Patterns/Flow**
Action Steps	**PS 4.1 A** – The Department of Public Works and Community Preservation and Planning Department shall incorporate data and recommendations from the UC Berkeley SafeTREK program, and any additional analysis to develop a strategy to create a Comprehensive Circulation Plan by third Quarter of 2026. **PS 4.1 B** – The Police Department and Public Works Department shall coordinate to obtain a third-party contractor to provide a new traffic survey for selected major streets by Fourth Quarter of 2024. **This has been completed.** **PS 4.1 C** - The Police Department and Public Works Department shall coordinate to obtain a third-party contractor to provide a new traffic study for selected intersections by Fourth Quarter of 2024. **This has been completed.**
Strategy PS 4.2	**Encourage Active Modes of Transportation**
Action Steps	**PS 4.2 B** – The Community Services Department to continue the annual Bike Ride through the community to support Active Transportation efforts by the Second Quarter of 2025. This year's event was rained out. **Will make determination for next year.** **PS 4.2 C** – The Department of Public Works will launch the GoSGV Ambassador Electronic Bike Program in the Second Quarter of 2024. **Program has been launched, and is administered by staff in the Public Works Department and a local volunteer.**

INFRASTRUCTURE & GROWTH MANAGEMENT	
STRATEGIC OBJECTIVE	**ALIGN INFRASTRUCTURE WITH PROJECTED POPULATION SIZE AND NEEDS**
Goal 1	**Strategically Manage Infrastructure Improvements**
Strategy IG 1.1	**Police Facility Buildout**
Action Steps	**IG 1.1 A** – The City Council and Management Staff will continue to gauge the feasibility and funding options for the large-scale CIP project for the buildout of a new Police facility at 350 W. Sierra Madre Blvd.
Strategy IG 1.2	**Fire Facility Buildout**
Action Steps	**IG 1.2 A** – The City Council and Management Staff will continue to gauge the feasibility and funding options for major CIP project for the conversion of Fire Department Facilities at 242 W. Sierra Madre Blvd.
Strategy IG 1.3	**Library Renovation**
Action Steps	**IG 1.3 A** – Library to open at a temporary location First Quarter of 2024. **Completed.** **IG 1.3 B** – Design Phase to be completed in the First Quarter of 2024. Internal Phase Review to be completed by the Third Quarter of 2024. **This has been completed.** **IG 1.3 C** – Construction to begin in the Third Quarter of 2024. **This has been completed.**
Strategy IG 1.4	**Improve and Maintain Sidewalks**
Action Steps	**IG 1.4 A** – The Department of Public Works to continue to implement the third year of a four-year plan to analyze, prioritize and correct the City's sidewalks. **IG 1.4 B** – The Department of Public Works to inspect and prioritize 'case-by-case' concerns as needed and make temporary or durable repairs as needed. **IG 1.4 C** – The Department of Public Works to identify sections of sidewalk with gaps in continuity and install sidewalk connections at identified areas.

Strategy IG 1.5	**Improve and Maintain Streets**
Action Steps	**IG 1.5 A** – PW Director to complete yearly street projects by each Second Quarter. **IG 1.5 B** – PW Director to increase the use of traffic calming efforts at identified areas as may be recommended by traffic studies or the analysis derived from the work towards Circulation Plan.
Goal 2	**Create Build Design Guidelines**
Strategy IG 2.1	**ADU Pre-Reviewed Designs**
Action Steps	**IG 2.1 A** – The Planning & Community Preservation Department will continue to work with the San Gabriel Valley Council of Governments to meet the legislative mandates of AB 434 and will provide a recommendation to the City Council by the Third Quarter of 2024. **This has been completed.**
Strategy IG 2.2	**Objective Designs Standards**
Action Steps	**IG 2.2 A** – The Planning & Community Preservation Department will develop a scope of work and issue RFP for a consultant to meet the legislative requirements of SB 330 regarding Objective Design Standards and Guidelines (i.e. “development criteria”) by First Quarter of 2026.

COMMUNITY ENRICHMENT	
STRATEGIC OBJECTIVE	**PROMOTE AN UNPARALLELED QUALITY OF LIFE WITH AN ENGAGED AND COLLABORITVE CULTURE**
Goal 1	**Enhance the Physical and Mental health of Residents**
Strategy CE 1.1	**Conduct a City-Wide Wellness Campaign**
Action Steps	**CE 1.1 A** – The Director of Administrative Services, HR staff, and Community Services staff will work in conjunction with various departments on a community wellness campaign. The campaign will encourage staff to participate and engage with the community. Additional programs targeted for the fourth quarter of 2025 and the program will courteously evolve with new creative opportunities that may arise.
Strategy CE 1.2	**Expand Community Services Programming**
Action Steps	**CE 1.2 A** – Expand office space for Community Services Department staff, especially at the Hart Park House. Target First Quarter of 2024 for analysis. **This CIP Project did not get funded for 24/25.** **CE 1.2 B** – Complete Sierra Vista Park Playground project and Fitness Area by Third Quarter of 2024. **This has been completed.** **CE 1.2 C** – Expand programs and increase participation of active adults and seniors. **CE 1.2 D** – Update Parks and Facilities Master Plan and Senior Services Master Plan. Target First Quarter of 2026.
Goal 2	**Improve Communication and Collaboration**
Strategy CE 2.1	**Create a City Information Hub to Encourage Information Exchange**
Action Steps	**CE 2.1 A** – Expand usage of Government TV Channel 3 (Spectrum) **CE 2.1 B** – Restart Government Radio Station 1630 AM. **Volunteer members are now assisting.** **CE 2.1 C** – Increase accessibility to community communications, including emergency communications, City events, Major PW projects, and general city programs and services.

Strategy CE 2.2	**Refine City Branding**
Action Steps	**CE 2.2 A** – The Administrative Services Department shall continuously work with communications staff to create and promote City branding.
Strategy CE 2.3	**Initiate Resident/Business Collaboration.**
Action Steps	**CE 2.3 A** – The Public Works, Community Services, and Administrative Services Departments will expand partnerships with the Chamber of Commerce.
Goal 3	**Provide Education on Critical Civic Issues**
Strategy CE 3.1	**Enhance Library Services**
Action Steps	**CE 3.1 A** – The Public Library will evaluate and update current policies to provide a safe space for the Sierra Madre community and the Library staff . **CE 3.1 B** – The Public Library will continue to evaluate community needs and interests to provide curated, needed, and desired programming and services for people of all ages. **CE 3.1 C** – The Public Library will work to increase awareness of available online databases, resources, services and collections. **CE 3.1 D** – The Public Library will find additional outlets for community outreach, community engagement, City department partnerships, and Library notifications.
Strategy CE 3.2	**Provide Education on Critical Environmental Issues**
Action Steps	**CE 3.2 A** – The Public Works Department will maintain Social Media platforms to inform the community about Public Works, Utilities, and Environmental Issues. **CE 3.2 B** – The Utilities Department will publicize water production (GPD), precipitation totals, and information related to groundwater supply on Social Media platforms and main City Website. **This tool will be incorporated into the Public Works section of the City Website update.** **CE 3.2 C** – The Natural Resources Commission will host Earth Day in April at Memorial Park every year. **This is completed.** **CE 3.2 D** – The Natural Resources Commission will compile a user-friendly list of various sustainability-oriented rebates and incentives to be posted on the website and maintained. **This tool will be incorporated into the Public Works section of the City Website update.**

ENVIRONMENTAL RESPONSIBILITY	
STRATEGIC OBJECTIVE	**BE A REGIONAL LEADER IN SOUND STEWARDSHIP OF WATER, POWER, AND NATURAL RESOURCES**
Goal 1	**Reduce Water Use**
Strategy ER 1.1	**Implement a Water-Efficient Landscape Campaign**
Action Steps	**ER 1.1 A** – The Department of Public Works will work with the Natural Resources Commission to update the Water Efficient Landscape Ordinance by the Third Quarter of 2025. **This has been completed (Council direction instead of Ordinance).** **ER 1.1 B** – The Department of Public Works will launch the Water Efficient Landscape program that uses common architectural designs in the Community by the First Quarter of 2024. **This program has been abandoned due to staff turnover.**
Strategy ER 1.2	**Promote AMI**
Action Steps	**ER 1.2 A** – Increase AMI participation by 10% by Fourth Quarter of 2025. **This has been achieved.** **ER 1.2 B** – Incentivize conservation programs by requiring AMI subscription.
Goal 2	**Encourage Greenhouse Gas Reduction Steps**
Strategy ER 2.1	**Electrification of Appliances and Climate Control**
Action Steps	**ER 2.1 A** – The Natural Resources Commission will be prepared to make recommendations to Reach Codes adoption for electrification of identified construction activities. Recommendations will incorporate reliability factors associated by SCE. NRC will be ready to make the recommendations to Planning Commission and/or City Council by the First Quarter of 2025. **This has been delayed pending ongoing analysis of litigation and legislation.** **ER 2.1 B** –Continue to provide educational material for applicants at the Building Department for electrification infrastructure.
Strategy ER 2.2	**Alternative Transportation**
Action Steps	**ER 2.2 A** – Incorporate alternative (to vehicles) transportation into the Comprehensive Circulation Plan. **Staff Comment: see Action Step PS 4.2 A.**

	ER 2.2 B – Publicize and participate in regional programs such including GoSGV Electric Bike rentals. Staff Comment: **GoSGV Program is currently offered to Elected, Appointed, and City Staff.** **ER 2.2 C –** Create a "Bike Rack" Master Plan for parks and downtown district by First Quarter of 2026.
Strategy ER 2.3	**EV Charging**
Action Steps	**ER 2.3 A** – Compete Tesla Charging Lot at the S. Baldwin municipal parking lot by Second Quarter 2026. **Staff is expecting to issue permits in the Fourth Quarter of 2025. Construction to begin after the 2025 holiday season.** **ER 2.3 B** – Continue to seek opportunities for EV charging locations at parks, public institutions, trailheads, and other key locations. **Staff is seeking funding from CPA for public charging infrastructure.**
Strategy ER 2.4	**Solar Adaptation**
Action Steps	**ER 2.4 A** – The Planning and Community Preservation Department Staff will continue to streamline solar applications process. **ER 2.4 B** – The Planning and Community Preservation Department will implement a plan review process in compliance with the 2022 Solar Access Act (SB 379) by Third Quarter of 2024. **This is completed.** **ER 2.4 C** – Complete CPA Power Ready program to provide for solar and storage capabilities for Public Safety and City Hall EOC and selected key offices by Second Quarter 2026. **This is in process. Staff is anticipating receiving plans for the new roof on the Public Safety Building in the Fourth Quarter of 2025. Panels and battery equipment shortly after.**

Sierra Madre Public Safety Town Hall Meeting

January 18, 2023

Closing Report

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General Overview of Event



On Wednesday, January 18, 2023, at 5:30 p.m., the Sierra Madre Fire and Police Departments hosted a town hall meeting for the public. The meeting was held at the Sierra Madre YMCA Community Room and was moderated by Mayor Edward Garcia.

The meeting commenced with an opening address from Mayor Garcia, followed by department overview presentations from Fire Chief Brent Bartlett and Acting Chief of Police Henry Amos. The public safety presentations provided a brief overview of each department's accomplishments in 2022, as well as an explanation of some of the department's programs and services.

After a light refreshment break, attendees separated into breakout groups for the opportunity to engage in conversation with public safety personnel. Breakout sessions lasted approximately one hour, with 30 minutes dedicated to each department. At least two moderators from each department were assigned to facilitate discussions in each group. The event ended with a closing discussion, a Q&A session, and a raffle opportunity.

Following the town hall, a survey was emailed to all registered participants, in which they were asked to rank the importance of the services that were most frequently mentioned by the public during the town hall. The survey results will assist both departments in developing a public safety strategic plan that will best serve the citizens of Sierra Madre.

Members from both departments met to discuss the event's overall success, the information gathered during the breakout groups, and the results of the post-event survey. Each department was then tasked with compiling a report based on all of the data and research collected. The following report is a compilation of the findings submitted by each department.

Department Mission, Vision, Values



Mission

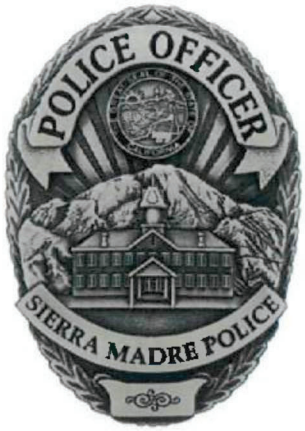
The Sierra Madre Fire Department is committed to protecting life, property, and our environment through compassionate service.

Vision

The Sierra Madre Fire Department is dedicated to remaining a progressive, cost-effective, and innovative fire department that ensures a safe and inclusive environment for our community through exceptional customer service.

Values

Honor – adhering to the highest standard, both morally and ethically.
Integrity – based on trust and accountability through service.
Respect – to self and community, maintaining a department of teamwork and growth.
Compassion – treating everyone with kindness and empathy.



Mission

To ensure community safety, and to deliver the highest quality service through our dedication, teamwork, and partnerships.

Vision

To become the model for 21st century small town policing.

Values

Integrity, Innovation, Dedication, Compassion.

Fire Chief Summary

As the Fire Chief, I was honored to present an overview of the Sierra Madre Fire Department. In 2022, the Fire Department had the following accomplishments:

- 1,382 calls for service
  - 1,094 Emergency Medical Services
  - 288 Fire
- 3,484 staff training hours
  - 214 Emergency Medical Services
  - 3197 Fire
- 1,673 inspections
  - 1,576 brush abatement
  - 89 multi-residential
  - 8 schools and churches
- FY 22/23 Fiscal Year budget
  - $2,945,430
- Cost Recovery
  - $582,681
- Mass Mutual Aid
  - Oak Fire
  - McKinney Fire.



The Fire Department is proud of its traditions, especially those that include the community. Last year's community engagement included the new fire engine "Wet Down" ceremony, Annual Easter Egg Hunt, Wildfire Awareness/Education Nights, Annual 9/11 Remembrance Ceremony, Sidewalk CPR/EMS Community Classes, 35th Annual Fire Prevention Festival, 1st Annual Sierra Madre Car Show, and the Annual Santa Parade and Station Visit.

The Sierra Madre Fire Department is invested and engaged in the community, as an active member, through service. As such, we recently partnered with the Sierra Madre Police Department, hosting a Public Safety Town Hall Meeting. The purpose of the meeting was two-fold. It fulfilled the request of the City Council to obtain community feedback to be utilized in the City's new Strategic Plan and to allow both departments to collaborate with community stakeholders, including business owners, residents, faith-based organizations, civic clubs, and local schools.

Fire Chief Summary

The Public Safety Town Hall Meeting offered "Breakout Sessions" designed to solicit feedback regarding "What the community appreciates most about the Fire Department," "What services the Fire Department provides that the community finds most important," and "What enhancements can the Fire Department make."

The feedback from the attendees showed overwhelming support for its Fire Department. The participants expressed appreciation for the service provided by a new full-time career department that has quick response times, offers compassion and kindness, positive attitudes, knowledge/skills, and professionalism. Hosting numerous events, the Fire Department's involvement in the community promotes the small-town feeling that people enjoy. Stakeholders offered opportunities for enhancements that addressed employee retention, increased wages for personnel, supplementary public education/training, and increased department presence at community events outside of the department.

In conclusion, the Public Safety Town Hall Meeting allowed all stakeholders to collaborate and identify what they coveted in their Fire Department. The Sierra Madre Fire Department aspires to continue partnering with those we serve and to continue to provide exceptional service at all times.



Police Chief Summary







The City of Sierra Madre is currently working towards updating the city's strategic plan, and on January 18, 2023, the public safety departments held a town hall meeting to seek input from community stakeholders. A major goal of the event was to help define the community's expectations for services provided by each department. The meeting participants included residents, business owners, and community groups. Their input will be useful in developing a department strategic plan that will coincide with the City's strategic plan.

Both the fire and police departments worked in collaboration to put on this event. I was honored to work with Fire Chief Bartlett to present our respective department overview. The Police Department highlighted the city's low crime rate, the local and regional task forces we are a part of, and the commitment to personnel development.

The feedback received from the breakout groups expressed a strong appreciation for our staff's professionalism, community engagement, and approachability. There also were suggestions for some opportunities to enhance the Department, such as addressing staffing levels to provide better coverage for the community, employee retention, more transparency, deployment of body-worn cameras, and more community education.

The Public Safety Town Hall Meeting was a success, allowing department staff to hear directly from the community what they want to see from their public safety and how we can continually improve on what the department is doing.

















Breakout Group Questions and Feedback

During the town hall meeting, attendees participated in discussion groups and had the opportunity to speak with public safety personnel individually. Residents were able to learn more about their public safety, share positive experiences, and provide feedback for future enhancements.

Breakout Group Discussion Questions:

1. When you think about the Sierra Madre Fire/Police Department, what aspects do you appreciate the most?

2. What services provided by the Fire/Police Department are most important to you?

3. Where can the Fire/Police Department provide further enhancements?







Fire Department Feedback

Aspects the community appreciates the most about the Fire Department:

- **Municipal Fire Department**
  - Residents strongly expressed their appreciation for having a city-run Fire Department as opposed to contracting with outside agencies.
  - Appreciate that the department is part of the Automatic/Mutual Aid System.
  - Community expressed having large trust in the department and its members.
- **Level of Service**
  - The community appreciates the kindness, compassion, and positive attitude provided by department members during service calls and community events.
  - Professionalism displayed by department members during service calls and community events.
  - Department members display a strong commitment to the department and community.
  - Community is very happy with the current Fire Chief and department management.
- **Fast Response Times**
  - Grateful that Fire Department staff are readily available to assist.
  - Expressed appreciation for the fast response times experienced during calls for service.
- **Community Events and Involvement**
  - The community expressed gratitude for the yearly events put on by the Fire Department.
  - Community involvement by department.
  - The community appreciates that the department members identify with the community.
  - Appreciate the Fire Department's support for CERT.
- **Personnel Training and Certifications**
  - The community appreciates the extensive knowledge and skill sets that department members possess.
  - Appreciate the continuous training that is invested by fire personnel.
- **Wildfire Prevention and Preparedness**
  - The community appreciates the brush clearance efforts provided by the Fire Department.

Fire Department Feedback

Services provided by the Fire Department that are most important to the community:

- **Calls for Service**
  - Maintaining fast response calls.
  - Participating in the Automatic/Mutual Aid system.
  - Effective, professional, and kind response during service calls.
  - Taking accountability when providing care or assistance.
  - Placing a high priority on keeping life and property safe.
- **Advanced Life Support Services**
  - The community expressed gratitude that the department is capable of providing advanced life support services. Currently, 11 out of the 13 fire personnel hold paramedic licensure, with a minimum of 3 paramedics responding to every call for service.
- **Community Engagement and Education**
  - Community events that are organized by the department.
  - Increase in community education classes - CPR, fire extinguisher, first aid.
- **Wildfire Prevention and Education Efforts**
  - Brush abatement in wild urban interface areas.
  - Annual Inspections - homes, businesses, and schools.
- **Department Training**
  - Extensive knowledge and ongoing training for all department members.
- **Cost Recovery**
  - Participating in strike teams and deployments to assist with cost recovery.







Fire Department Feedback

Suggested enhancements that can be made by the Fire Department:

- **Staffing and Retention**
  - Community voiced concerns about low retention rates, low staffing levels, and competing with neighboring agencies in recruitment.
  - Increase wages for fire department personnel.
  - Staffing of a fourth Firefighter on the Fire Engine.
- **Community Events and Engagement**
  - Increase community educational opportunities - CPR, Stop the Bleed, First Aid.
  - Increase community events and outreach organized by the Department.
  - Provide more Fire Station open house opportunities.
  - Increase the Fire Department's presence at community events.
- **Public Safety Building**
  - Expand and enhance the fire department building.
- **Public Information**
  - Up-to-date website information.
  - Include call volume data for the entire year.
  - Increase public education on the services provided by the Fire Department.
- **Paramedic Subscription Program**
  - Increase promotion of the program.
  - Increase education about the program and its benefits.
  - Provide a Family Plan option.
- **Wildfire Prevention**
  - Increase brush abatement activities and responsibilities.
  - Provide wildfire prevention funding to residents for home hardening activities.



Police Department Feedback

Aspects the community appreciates the most about the Police Department:

- Great community outreach services from the department.
- Citizens appreciate the security provided during foot patrols in the business district.
- Officers regularly go above and beyond the call of duty to assist victims.
- Quick response times.
- Appreciate the crime prevention and vacation checks available.
- The approachability and professionalism of officers and police personnel.
- Appreciative of proactive policing and that officers take each call seriously.
- Social media engagement and dissemination of crime information in the city.
- The department focuses well on the schools in the area.

Suggested enhancements that can be made by the Police Department:

- Increase traffic enforcement in the downtown area and at major intersections.
- The necessity of cameras in the city and license plate recognition software.
- Increase staffing levels for larger coverage.
- Increase community education on crime prevention, traffic education, and citations.
- Host more community events.
- Require body cameras to be worn by all officers.
- Increase engagement and participation in neighborhood watch programs.
- Increase the availability of crime statistics for the city.
- Establish a stronger relationship with the CA Department of Fish and Wildlife.
- Parking enforcement is seen as "face" of department, as opposed to SMPD officers.
- Increase general transparency with crime statistics.







Post-Event Survey and Results

Following the town hall meeting, attendees were emailed a survey asking them to prioritize the importance of the items most commonly identified during the town hall. The information gathered from the survey will assist both departments in developing a public safety strategic plan that will best serve the citizens of Sierra Madre.

The post-event survey was e-mailed to the 93 guest who registered for the event. A total of 30 responses were received.

Fire Department Survey Questions:

1. Rank the following services by level of importance.
   - Wildfire Preparedness Funding for Community
   - Fire Safety Classes
   - City-wide Paramedic Subscription Program
   - EMS Community Classes
2. Rank the following in order of budgetary importance.
   - Industry Comparable Salaries and Benefits for Fire Personnel
   - Community Engagement and Education Programs
   - Contemporary Safety Equipment

Police Department Survey Questions:

1. Rank the following services by level of importance.
   - Response to Service Calls
   - Service Calls and Assistance
   - Community Engagement
   - Crime Prevention / Education
   - Traffic Regulations & Enforcement
2. Rank the following in order of budgetary importance.
   - Industry Comparable Salaries and Benefits
   - Community Education Programs
   - Contemporary Safety Equipment
   - Maximize Staffing Levels

Fire Department Survey Results

Question 1: Rank the following services provided by the Fire Department by level of importance. Most important to least important.

Answered: 29 Skipped: 1

Ranking Results



Summary of Results:

Wildfire Preparedness Funding for the Community was identified as the service provided by the Fire Department that is most important. A City-wide Paramedic Subscription Program was identified as the service that is second in priority, with Fire Safety Classes ranked as third most important, and EMS Community Classes ranked as fourth most important.

Fire Department Survey Results

Question 2: Rank the following in order of budgetary importance for the Fire Department. Most important to least important.

Answered: 29 Skipped: 1

Ranking Results



Summary of Results:

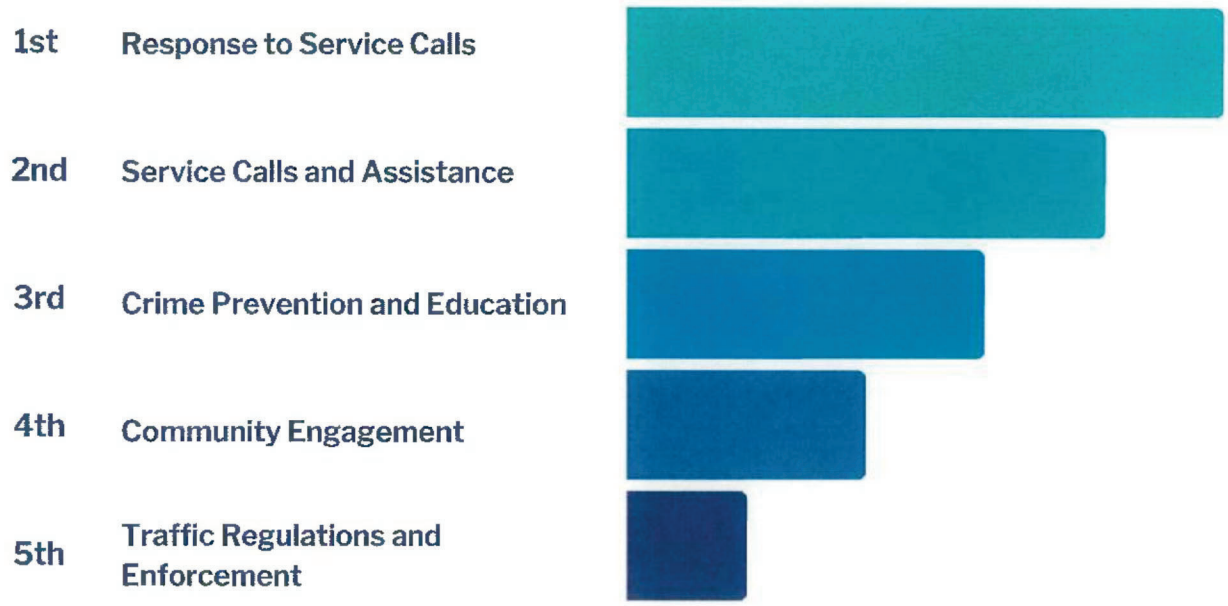
Industry Comparable Salaries and Benefits for Fire Personnel were ranked as the top budgeting priority. Contemporary Safety Equipment for Firefighters was identified as the second highest budget priority; Community Engagement and Education Programs was identified as the third budget priority; and Maximizing Staffing Levels as the fourth most important budget priority.

Police Department Survey Results

Question 1: Rank the following services provided by the Police Department by level of importance. Most important to least important.

Answered: 30 Skipped: 0

Ranking Results



Summary of Results:

Response to Service Calls was identified as the service with the highest level of importance. Service Calls and Assistance were selected as the second highest priority, Crime Prevention and Education as the third highest priority, Community Engagement as the fourth most important, and Traffic Regulations and Enforcement were ranked as the fifth most important.

Police Department Survey Results

Question 2: Rank the following in order of budgetary importance for the Police Department. Most important to least important.

Answered: 30 Skipped: 0

Ranking Results



Summary of Results:

Industry Comparable Salaries and Benefits were identified as the top budgeting priority. Contemporary Safety Equipment was overall ranked as the second highest budgeting priority, Maximizing Staffing Levels as the third highest budgeting priority, and Community Education Programs as the fourth most important budgeting priority.

Closing Remarks

The following closing remarks are provided by Nathalia Flores, Analyst for the Sierra Madre Fire Department and coordinator of the town hall event.

Sierra Madre's commitment to public safety was highlighted at the Public Safety Town Hall Meeting, where citizens and public safety personnel had the opportunity to engage in healthy conversations together. When organizing this event, it was important to us that we receive participation and feedback from citizens across all stakeholder groups. We are extremely grateful that the event drew a diverse audience, including Sierra Madre's young families, senior citizens, community volunteers, business owners, and past and present Sierra Madre public safety members.

It was moving to witness members from both departments recognize the importance of their public engagement and understand the impact that it has on the community. When engaging with participants, public safety personnel were surprised to learn how uninformed residents were of the extent of the day-to-day requirements and responsibilities performed by both departments. Moreover, it was surprising to learn that a majority of the participants were unaware of some of the valuable programs offered, such as the Fire Department's Paramedic Subscription Program or the Police Department's Bicycle Patrol Program. We are appreciative of all of the honest and thoughtful feedback that was received during the breakout discussion groups. Deepening this understanding amongst our residents will only result in an increase in trust and support for public safety.



Closing Remarks

As we move forward with developing our strategic plan, I am encouraged by the direction that both departments and the City will take in response to the information gathered from our stakeholders. If there was one message that was clearly delivered throughout the evening, it was that Sierra Madre loves their municipal public safety and the high level of service that both departments provide. We strive to continue to strengthen that support and relationship, and we pledge to always lead with honor, integrity, respect, and compassion.

Finally, I'd like to express my gratitude to everyone who assisted us in organizing this event. It was a true collaborative effort that yielded positive feedback as a result of everyone's hard work. We are extremely passionate about providing the highest level of service, and we hope that was evident to all in attendance. Thank you to the participating residents, business owners, civic groups, faith-based organizations, and school representatives. We appreciate your support and participation.



Acknowledgements

The Sierra Madre Fire and Police Departments would like to thank the following groups and individuals for all of their support and assistance with this event.

Mayor Edward Garcia
and the Sierra Madre City Council

Kurt Knop, Kylee Casas
and the Sierra Madre YMCA

Susan Henderson
and the Mt. Views News

Damien Doperoy, Jennifer Peterson
and the Public Works Department

Oscar Millan
and the Information Technology Department

Rosemary Garcia, Lawren Heinz
and the Community Services Department

All of the members of the Sierra Madre Fire Department and Police Department who participated in the event.



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CITY OF SIERRA MADRE COMMUNITY SERVICES & PUBLIC LIBRARY JOINT TOWN HALL MEETING

CLOSING REPORT

MARCH 16, 2023

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General Overview of Town Hall Event

Thursday, March 16, 2023 the City of Sierra Madre Community Services Department and the Public Library held a joint town hall meeting for the public. This event took place at the Sierra Madre Public Library located at 440 West Sierra Madre Blvd. and ran from 5:30 p.m. to 8:00 p.m. The joint town hall meeting was moderated by Mayor Pro Tem Kelly Kriebs.

Mayor Pro Tem Kriebs started the meeting with an opening address and introductions. Presentations on department overviews were then conducted by Community Services Manager, Rebecca Silva-Barron and City Librarian, Leila Regan. These presentations covered each department's recent accomplishments, programs, services, and plans for the future.

After presentations, attendees separated into two breakout groups for the opportunity to engage with each department separately. Breakout discussions lasted roughly one hour, with 30 minutes dedicated to each department. At least two moderators from each department were assigned to facilitate discussions in each group. The event ended with a closing discussion, a Q&A session, and a raffle.

A nice array of coffee, refreshments, and small bites were available throughout the evening.

Following the joint town hall meeting, a survey was emailed to all registered participants. The survey asked attendees to rank the importance of the items most mentioned during the town hall meeting. The survey results will assist both departments in helping to develop a city-wide strategic plan that will best serve the citizens of Sierra Madre.

Members from both departments met to discuss the event's overall success, the information gathered curing the breakout discussions, and the results of the post-event survey. Each department was then tasked with compiling a report based on all of the data and research collected. The following report is a compilation of the findings submitted by each department.



Department Overview, Mission, Vision

Overview

The Community Services Department works as a collaborative thriving workforce to *"Create A Healthier Community Through People, Parks, Programs,"* and so it inherits the goal of providing positive experiences and opportunities to the community for engagement, recreation, personal growth, cultural & physical enrichment, and essential hands-on learning activities.

The Department operates under the direction of the Community Services Manager, but not without the Community Services Team which consists of four full-time (including Community Services Manager) and one regular part-time employee providing administrative and operational support for filming. Community Services oversees the lease agreement with the Sierra Madre-Pasadena YMCA pertaining to the Youth Activity Center and the Aquatics Center. The Department also serves as a partner with the City's four youth sports leagues, including Sierra Madre Little League, Sierra Madre Girls Softball Association, and the Pony Colt League.

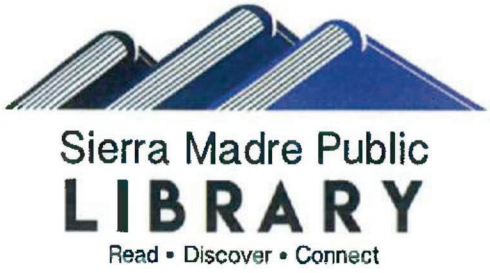
Additionally, residents are provided access to programs focusing on the values of recreation, including positive alternatives for children and youth to reduce crime and mischief especially during non-school hours; it increases social connections while promoting access to outdoor spaces for children and adults, learning through play and being active; it promotes arts, culture, and fosters interactive therapy through crafts, exercise, and multi-generational group activities; and offers parks as a form of serenity and the inspiration of nature and outdoor spaces by preserving natural and cultural resources in our community.

Mission

The Mission of the Sierra Madre Community Services Department is to provide safe facilities, quality services, and programs that are affordable, open, and friendly to enrich the overall quality of life for all visitors and residents.

Vision

The Community Services Department works as a collaborative thriving workforce to... *"Create A Healthier Community Through People, Parks, Programs"* ...and so it inherits the goal of providing positive experiences and opportunities to the community for engagement, recreation, personal growth, cultural & physical enrichment, and essential hands-on learning activities.



Overview

The Library provides services that are "a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, and a resource for continuing education and re-education beyond the years of formal education,..." (California Education Code)

The department operates under the direction of the City Librarian. Library staff consists of five full-time and seven part-time employees providing 43 hours of public open hours per week. The Library provides access to current book and media materials through physical and electronic collections. The Library also produces programs focusing on reading, literacy, technology, and cultural growth, and maintains the City's historical archives.

Mission

It is the mission of Sierra Madre Public Library to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community.

Vision

The Sierra Madre Public Library aspires to offer the community endless possibilities through enriched experiences; building an awareness and involvement in the community.

Community Services Manager Summary

The Sierra Madre Community Services Department continues to thrive with the mission of providing safe facilities, quality services, and programs that are open, friendly, affordable and inviting for our numerous families, visitors, schools, community leaders, and stakeholders. After months of collaborative planning, the joint Town Hall meeting with Community Services and Sierra Madre Public Library came to fruition and purposefully showcased our offerings while sharing with our guests where we have been, our accomplishments for today, and the goals for the city's future.

Overall, it has been an exciting venture to foster awareness and why it is critical to provide essential services that conserve the public with both traditional and progressive programs. Learning more about the Library with City Librarian, Leila Regan and their team was an experience for growth with Community Services staff members; more so it allowed us to assess and work proactively for the needs of every child, adult, parents, seniors and the stakeholders that support our vision. Consequently, over the fiscal year of July 1st, 2021 through June 30, 2022, the Community Services Department operated the following:



- Sierra Madre Nutritional Program - 15,275 Meals
- Senior Class Programs Attendance - 2,000
- Park Programs Attendance - 8,000 to 10,000
- Park Programs - 300

Across our local parks and centers, we are able to present something valuable for everyone – recreational, educational, multicultural, and seasonal programming for resident families in the community as well as neighboring cities. Most importantly, "community services" are not simply what we do; it is who we are and how the department devotedly aims to uphold the development of *healthier communities through people, parks and recreation programs.*

As parks and recreation professionals, we have the distinctive opportunity to promote community engagement and outreach efforts as accomplished through the joint Town Hall event. The community learned about how Memorial Park is core to the department, and home to the Hart Park House seniors, recreation outlets, and year-round activities. Residents and visitors shared their love of hiking, playing, walking across town, engaging in special events, activities and popular outdoor sports. With public-private partnerships, we have established promising collaborations amongst county districts, community-based organizations and businesses. Thus, we continue developing and working together to yield greater benefits for the community. Lastly, we extend an overwhelming appreciation to the public for their time, our facilitator Mayor Pro Tem Kelly Kriebs, the City Council, City staff, and the Community Services Team.


Love My Library



City Librarian Summary

The Sierra Madre Public Library was excited to recap and share some of their achievements over the past year and to talk about the future of the Library. This past fiscal year, which ran from July 1st, 2021 to June 30, 2022, the Library had:

- 42,079 patrons walk through our doors
- 103,616 items checked out
- 500 programs
- 10,199 attendees for programs



The future of the library is focused on the Library building Meaningful Improvement Project. The Library has received $10,669,210 in state and federal grants for Library building renovations, with a special thanks to Assembly Member Chris Holden's office. These grants are to cover very specific renovations and updates. They can't be used, for example, for extra staff hours or books.

During renovations, the library will be temporarily relocated to the *Sierra Madre Room at the YMCA located at 611 E Sierra Madre Blvd* [1]and will temporarily convert a community services van into a Mobile Library.

This town hall meeting was a wonderful collaborative effort with the City, the Library, and the Community Services Department. Used as a catalyst to help the City of Sierra Madre update their strategic plan, the joint town hall meeting was a great opportunity for community stakeholders to provide input. Working with Community Services Manager, Silva-Barron was a great experience and provided a unique opportunity to team up and learn more about Sierra Madre's needs.

With "breakout discussions" aimed at learning "What the community appreciates most about the Library?" "How can the Library enhance their current offerings?" and "What would the community like to see happening with the Library?" attendees were able to provide direct feedback to staff. These breakout discussions provided insight on the importance of staff, programming, archives, collections while also illuminating where the Library can grow.

The Joint Town Hall Meeting was an excellent opportunity to gauge awareness of the Library's offerings in the community and to learn about where we can develop. Thank you to our city council members, especially Mayor Pro Tem Kriebs, our City staff, the Library staff, and the public for attending and supporting this event.

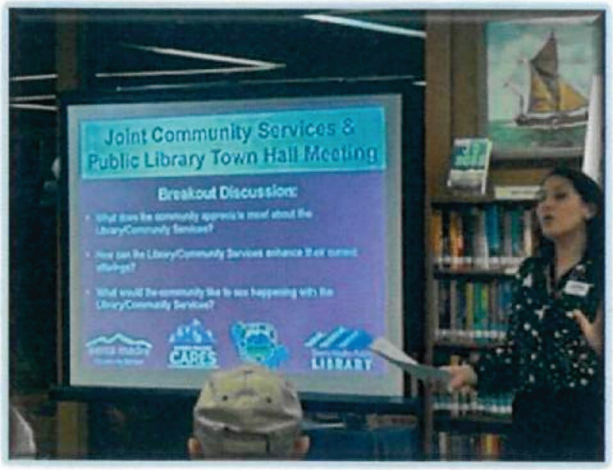
[1] Since the Joint Town Hall Meeting the temporary Library location has changed to **350 W Sierra Madre Blvd.**

Breakout Discussion Questions and Community Feedback

During the joint town hall meeting, attendees participated in breakout discussion groups and had the opportunity to speak more directly with the community service and public library departments. Residents were able to learn more about each department and provide feedback.

Breakout Discussion Questions:

- What does the community appreciate most about the Library/Community Services?
- How can the Library/Community Services enhance their current offerings?
- What would the community like to see happening with the Library/Community Services?





Community Services Feedback

Aspects the community appreciates the most about the Community Services Department:

- **Staff**
  - Staff are appreciated for the continuous programming they offer year-round.
  - Residents acknowledged how team members work with various age groups from youth to families, the senior community, and respective organizations like the Senior Community Commission and the Community Services Commission.

- **Outdoor Amenities and Recreation Facilities**
  - The community appreciates recreational opportunities such as park spaces, hiking trails including Mt. Wilson Trail and Bailey Canyon Park, Memorial Park and Sierra Vista Park; gathering places such as Kersting Court.

Suggested Enhancements for the Community Services Department:

- **Program/Event Promotions/Communication**
  - More programs at the Aquatic Center to mediate public swim concerns
  - Playhouse partnerships to bring forth new performances in the park
  - Include promotional flyers in the city's water bills to reach residents
  - Bring back Wistaria Vine Program Brochure
  - Possible water bottle refill stations added at facilities
  - Dog Park improvements (large dog park needs love)
  - Community Garden – more spots needed to expand plot space
  - Create more programs to fit into multi-generational programming (youth and adult programming needed)

What the community would like to see happening with the Community Services Department:

- **Parks, Recreation Offerings, Amenities and Projects**
  - Pickleball Courts Conversion
  - Summer "Dive-In" Movies
  - Teen Volunteer Programs
  - Contracted recreation classes through the City

- Community Services at the Recreation Center, offer space for expanded programming.
- City Aquatic Center – lower fees for pool usage, bring back city swim team, bring back city lifeguard program.
- Strongly need year round programming for youth and adults.
- New Resident "welcome event" or informative program packages
- Bring back Family Excursions (Dodger Game nights, Whale Watching, theme parks, museums, etc.)
- Make Community Services the center of town (library on one end of the city and community services on the other side providing programs for all.)





Recreation Coordinator & Administrative Analyst are leading the audience during breakout sessions.

Public Library Feedback

Aspects the community appreciates the most about the Public Library:

- **Staff**
  - Attendees really appreciated the Library's staff. They are welcoming, accommodating, and well informed.
  - One former staff member – Joe Ragusa – was so missed he was mentioned as a plea to return.
  - Staff was also mentioned as being kind-hearted and hard working.
- **Programming**
  - Diverse programming, offering a wide variety of programming.
  - Multiple creative programs for all ages.
  - Large offerings of children's programming were appreciated.
- **Archives**
  - Community is very supportive of the Library's archive collection that is part of the Sierra Madre Historical Preservation Society.
  - Feels the Library is doing their part to protect Sierra Madre's history and want to see this continue.
  - Acknowledging history – this library is the 4th oldest public library in Los Angeles County.
- **Digital Resources**
  - Really appreciated having the 24/7 online access to eBooks and other digital resources.
  - Enjoy of selection of online books and audiobooks.
  - The amount and variety of online services besides eBooks and audiobooks is great.
- **Location**
  - The library is a great west anchor of the city and set apart from other notable city areas like City Hall, Kersting Court, and the YMCA.
- **Friends of the Library**
  - Community is very proud of their volunteer-based Friends of the Library that raises funds to support library programs, collections, and more.
- **Library is for Everyone**
  - Appreciate the Library's ability to be inclusive.
- **Community/City Department Partnerships**
  - The Library works a lot with local organizations, businesses, and other city departments to provide programming, supplies and more.

Suggested enhancements for the Public Library:



- **Program/Event Promotion/Communication**
  - Social media and online calendar is not enough.
  - Want to see a library newsletter emailed directly to people about our events. Similar to the Village View newsletter sent out by the city but Library specific.
  - Publicize more in local news outlets.
    - The Library does submit weekly events to the Mountain View News, suggestion was to make it more prominent.
    - Library events are also published in the monthly Friends of the Library newsletter, but the newsletter is often not received within the first week of the month.
  - Instead of relying on the Library website and online calendar, putting upcoming events on the Library catalog for better visibility.
  - Have events available in the Calendar of Events on the City Website.
  - Events aren't explained well. There is too much of a focus on graphics.
- **Library/City Website**
  - The Library's website is hard to navigate with too many pages to click through to get to the information you need.
- **Collection Development**
  - New releases and requests take too long to get on the shelves.
    - One community member complained about new releases taking 6-8 months to be available at the Library.
- **Programming & Services**
  - Wants to see services and programming for local authors/poets.
    - Have a local author selection.
    - Have a local author readings or a list.
    - A workshop on how to self-publish.
    - How to write/unlock through journaling.
  - Travel programs.
  - Mindfulness practices.
- **Local History**
  - Concerns over our local history and archives being properly protected at the Library.
- **Facilities**
  - The Library should get solar panels.
  - The Library should provide electric car charging stations.
  - The Library should have water bottle filling stations.

Post-Event Survey and Results

Following the joint town hall meeting, attendees were emailed a survey asking them to prioritize the importance of the items most commonly identified during the breakout discussions at the joint town hall meeting. The survey results will assist both departments in helping to develop a city-wide strategic plan that will best serve the citizens of Sierra Madre.

The post-event survey was emailed to 30 event attendees.

A total of 8 responses were received.

Community Services Department Survey Questions:

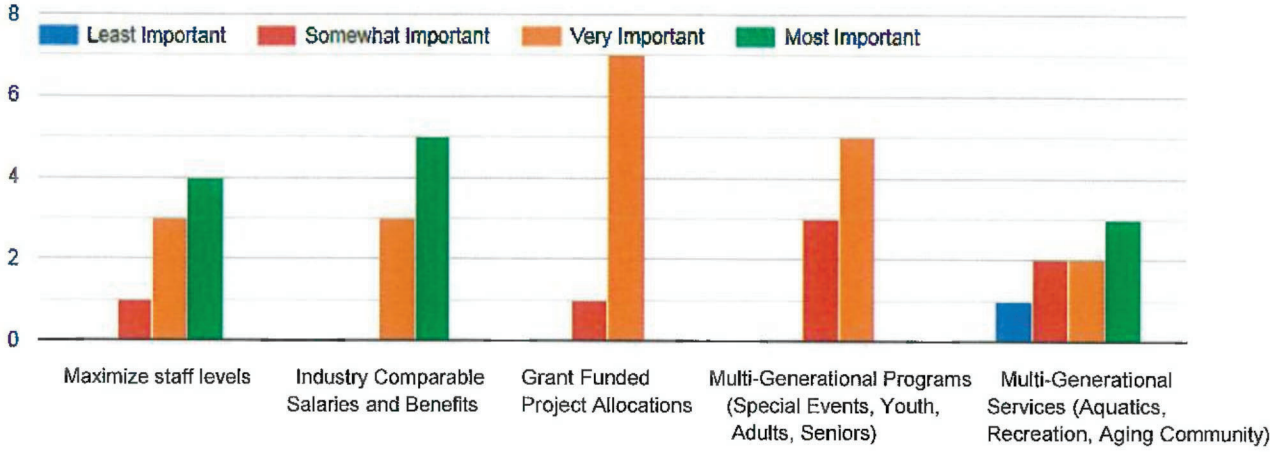
- Please rank the following offerings by level of importance.
  - Community Partnerships
  - Outdoor Amenities (Parks, Facilities)
  - Multi-generational Programs (Special Events, Youth, Adults, Seniors)
  - Multi-generational Services (Aquatics, Recreation, Aging Community)
  - Film Permits (productions, motion, still photography)
- Please rank the following in order of budgetary importance.
  - Maximize staff levels
  - Industry Comparable Salaries and Benefits
  - Grant Funded Project Allocations
  - Multi-generational Programs (Special Events, Youth, Adults, Seniors)
  - Multi-generational Services (Aquatics, Recreation, Aging Community)

Public Library Survey Questions:

- Please rank the following offerings in order of importance.
  - Programs for All Ages
  - Staff Training
  - Services (Digital & In-Person)
  - Book/Collection Development
  - Community Partnerships
- Please rank the following offerings in order of budgetary importance.
  - Programs for All Ages
  - Industry Comparable Salaries and Benefits
  - Book/Collection Development
  - New or Maintained Digital/In-Person Services

Community Services Survey Results

Please rank the following in order of <u>budgetary</u> importance for the Community Services Department.



Summary of Results:

The Community Services Department works diligently to ensure responsible management of funds and explores viable options to better meet community members' needs and conserve the public interest.

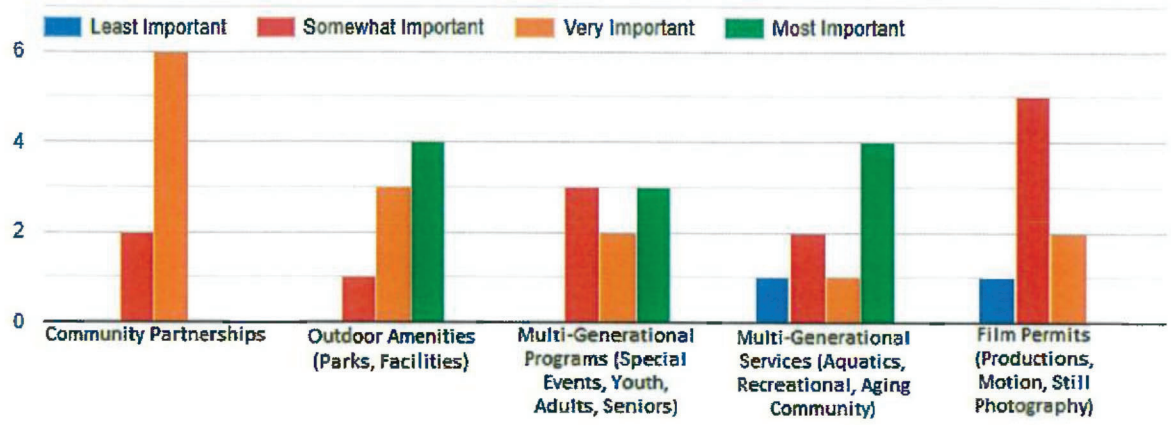
Rated *most important*, the communal response was that Community Services staff receive comparable salaries and benefits, followed by maximizing staff levels and budgeting for multi-generational services that range from aquatics to recreation and the aging community.

Considered *very important*, when it comes to the Community Services budgeting was establishing grant funded project allocations, followed by our multi-generational programs, and equally comparable were maximizing staff levels and industry-standard salaries and benefits.

For some of our community, multi-generational programs were considered only *somewhat important* followed by multi-generational services; grant funded projects allocations, and maximizing staff levels.

Only one community member felt budgeting for multi-generational services was least important.

Please rank the following offerings provided by the Community Services Department by level of importance.



Summary of Results:

The Community Services offerings of outdoor amenities coupled by multi-generational services and multi-generational programs which collectively encompass special events, youth, adults, seniors, aquatics, recreation and the aging community, all deemed to be the *most important*.

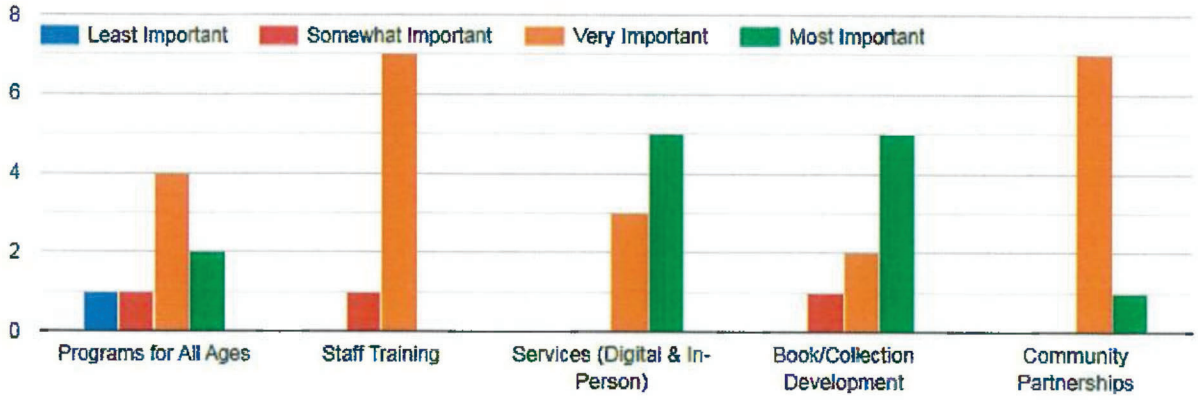
Community Partnerships as highly demonstrated are *very important* to the community, followed by the aforementioned outdoor amenities, programs, services, and film permit productions.

For community members, film permits were considered as *somewhat important*, followed by the programs and services for multi-generational populations. Few rated community partnerships here.

Finally, there was one member of the community who answered the survey with offerings for both multi-generational services and film permits being considered the *least important*.

Public Library Survey Results

Please rank the following Library offerings in order of importance.



Summary of Results:

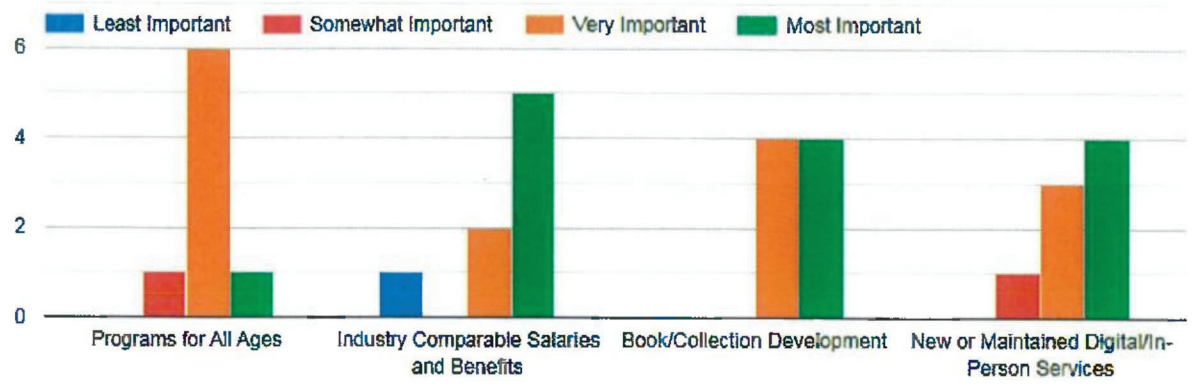
The Library's book collection and services available both in person and online were deemed to be the most important offerings followed by the Library's programming and community partnerships.

Staff training and community partnerships were very important to our community followed by programming, services, and book collection.

For some community members programming, staff training, and book development were considered only somewhat important.

Finally, there was one member of the community who answered the survey with the Library's programming being considered the least important of the Library's functions.

- **Please rank the following Library offerings in order of budgetary importance.**



Summary of Results:

When it comes to the Library's budgeting we want to ensure the public that Library and city funds are being used appropriately.

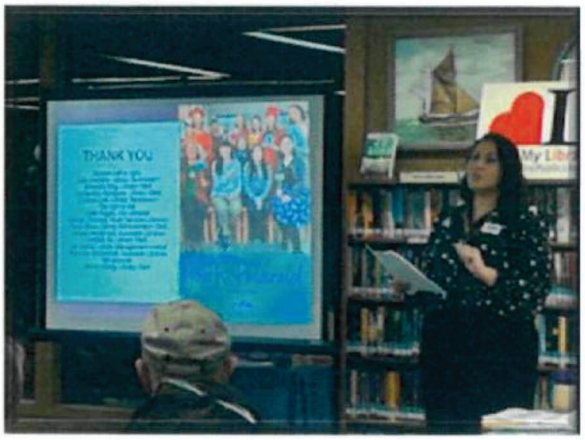
Most important for our community was that our Library staff receive comparable salaries and benefits. Our community members also value appropriate spending on the Library's book collections and digital or in-person services. Finally, the Library's programming was also considered a most important item for budgeting.

Considered very important when it comes to the Library's budgeting was programming, followed by our book collection, services, and comparable salaries and benefits.

For some of our community, programs and services were considered only somewhat important.

Only one community member felt budgeting for comparable salaries and benefits for staff was least important.





Closing Remarks

This was a wonderful opportunity to check the pulse of the community and discover the direction Sierra Madre wants to see the Community Services department and the Sierra Madre Public Library grow. It is only with collaboration of our civic leaders and direct feedback from our citizens that our departments can enhance their services and develop a greater standard of service to truly benefit residents, visitors, and all stakeholders of Sierra Madre.

While the departments do differ in the desired enhancements and importance of certain functions, it was clear the community sees both Community Services and the Public Library as valuable parts of Sierra Madre.

This Joint Town Hall meeting has given both departments a lot to be proud of and a lot to consider regarding the needs of Sierra Madre. It has provided a much needed reconnect with the community and opened the doors for feedback and involvement.

The Community Services department and the Sierra Madre Public Library hope to use this meeting to springboard into the upcoming City-wide strategic plan. Both departments want to ensure the community stays connected, heard, and welcomed when it interacts with the Community Services department or the Sierra Madre Public Library.

Additionally, both departments want Sierra Madre to continue to find peace, comfort, and warmth at any of the city's facilities. With this newly gained knowledge, the Community Services department and the Sierra Madre Public Library will work to improve programming, services, facilities, and continue to work with staff and the City on training and wages.

We want to thank the community of Sierra Madre for coming out that evening and being willing to open up and share with us what they enjoyed and what their concerns were for both the Community Services Department and the Sierra Madre Public Library.



Leila Regan
City Librarian
Sierra Madre Public Library



Rebecca Silva-Barrón
Community Services Manager
Community Services Department

Acknowledgements

The Sierra Madre Community Services Department and the Public Library would like to thank the following groups and individuals for all of their support and assistance with this event.

Mayor Pro Tem Kelly Kriebs

and the Sierra Madre City Council

Laura Aguilar, Deputy City Manager

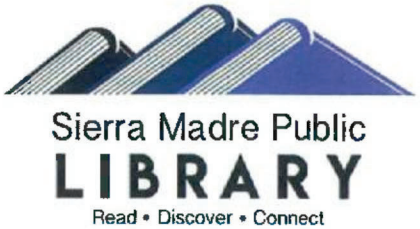
and the Communications Department

Damien Doperoy, Jennifer Peterson

and the Public Works Department

All members of the Community Services Department and the Sierra Madre Public Library who collaborated and participated in the event.









Follow Us!

Community Services Department

@sm_community_services

@sierramadrecommunityservices

Sierra Madre Public Library

@sierramadrepubliclibrary

@sierramadrepubliclibrary

@sierramadrepubliclibrary

Sierra Madre Department of Public Works

Open House

May 20, 2023

Closing Report

Sierra Madre City Hall Town Hall Meeting

March 30, 2023

Closing Report

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General Overview of Event



On Thursday, March 30, 2023, at 5:30 p.m., Sierra Madre City Hall which consists of the Information Technology, Administrative Services, Human Resources, Finance, and Planning Departments hosted a City Hall Town Hall Meeting. The purpose of the town hall meeting was to collaborate with the community and collect feedback that would assist in developing the City Hall's strategic plan. The meeting was held at City Hall in the Council Chambers and was moderated by Council Member Robert Parkhurst.

The town hall commenced with an opening address from Council Member Robert Parkhurst, followed by department overview presentations from IT Manager Oscar Millan, Deputy City Manager/City Clerk Laura Aguilar, Assistant City Manager Miguel Hernandez, Director of Finance Hillary Guirola-Leon, and Director of Planning & Community Preservation Vincent Gonzalez. The presentations provided a brief overview of each department's accomplishments in 2022, at the end of each presentation, questions were asked to engage the residents and get their feedback for each department.

Members from all five departments met to discuss the event's overall success, and the information gathered during each departments questions. Each department was then tasked with compiling a report based on all of the data and research collected. The following report is a compilation of the findings submitted by each department.

Sierra Madre
Mission, Vision, Values

Mission Statement

Enhance the quality of life in Sierra Madre by providing exceptional public service

Vision Statement

Sierra Madre will be a thriving, engaged community balancing history and tradition with a progressive and innovative future

Core Values

Accountability -
Integrity -
Innovation -
Collaboration -
Compassion -



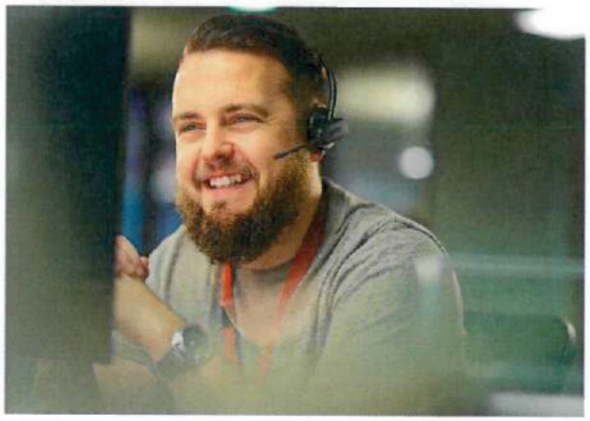
Information Technology

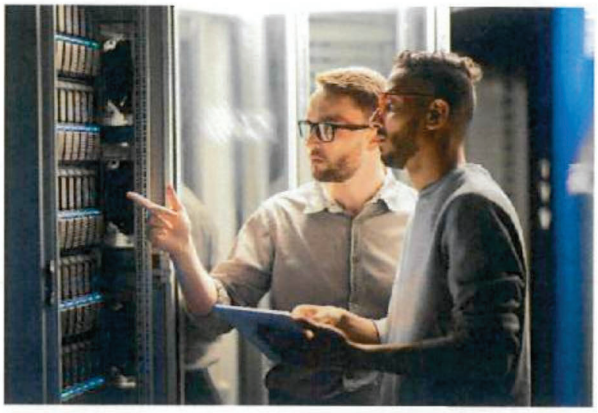
Oscar Millan, IT Manager

Re-Cap

Empower staff to utilize technology to streamline everyday operations

- Help Desk and Support
- Response times 1 hour
- Systems Engineering and Administration - Maintain the City's core system infrastructure





Teams supported by IT

- Police Department
- Fire Department
- City Hall
- Library
- City Yards
- City Employees working remotely
- Future Public Safety Building

Public Facing Projects

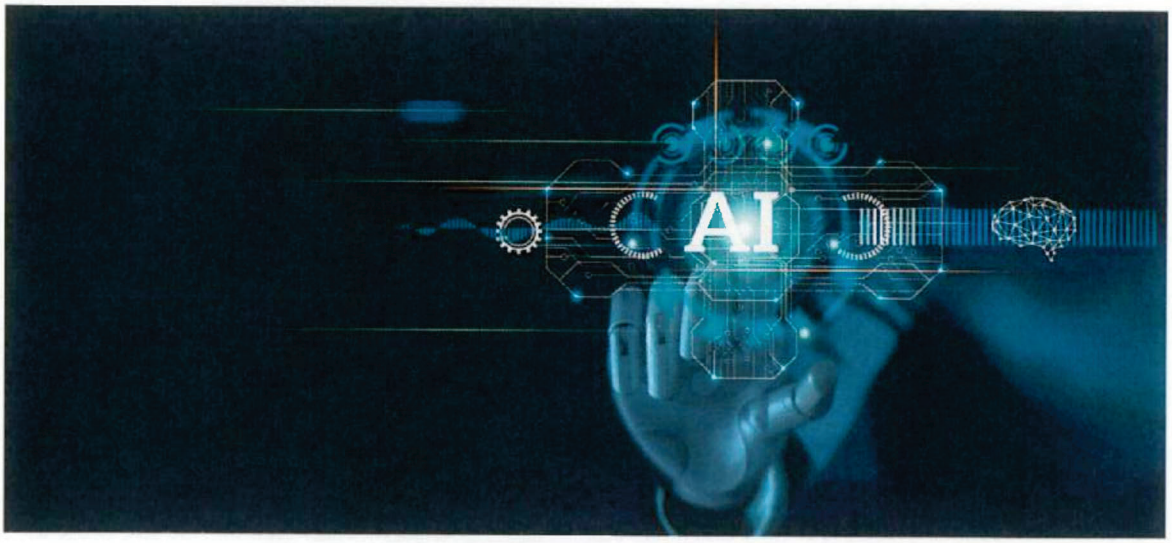
- Current City Public Wi-Fi:
  - Sierra Madre Public Library
  - Memorial Park
  - Kersting Park
- Future Location:
  - Sierra Vista Park
- Kersting Court Kiosk:
  - Real time broadcasting of information
- Covid-19 Response Public:
  - Broadcasting of Meetings



Information Technology
Re-Cap

Internal Projects

- Next Generation 911 in collaboration with Cal-OES
- Cloud PSAP/Dispatch
- New Library and Police Data Centers
- Security Initiatives - Automated Security Response
- Digitized Permit Processing
- Network Re-design



Looking into the Future

- Artificial Intelligence (AI) Disruption and Innovation
- Next 5 to 10 years there will be more changes than the past 100 years
- profound changes to how we do business

IT Discussion Questions and Feedback

CITY PREPARED QUESTIONS:

- 1.) Are you using our City Public Wi-Fi at Kersting Court, Memorial Park, and Sierra Madre Public Library?
  - A.) There were no remarks shared during the session on this matter; nonetheless, the topic elicited a favorable reception from the attendees.

- 2.) What information would you like the City to Post on its electronic message board at Kersting Court?
  - A.) There were no remarks shared during the session on this matter; nonetheless, the topic elicited a favorable reception from the attendees.

RESIDENT FEEDBACK/QUESTIONS

- 1.) Where is the location of the new Library?
  - A.) The location will remain the same

- 2.) What are the strategic goals of the City related to I.T.?
  - A.) While the discussion of broader strategic goals is essential, it was not within the scope of this particular meeting.



Information Technology
Closing Remarks

As the IT Manager of the City of Sierra Madre, I would like to extend my gratitude and appreciation to all who participated in our recent town hall meeting. It was an enlightening and productive event, which showcased the passion and engagement of our community members in shaping our city's future. Your insights and perspectives have been invaluable in guiding our efforts towards a more technologically advanced and secure environment.

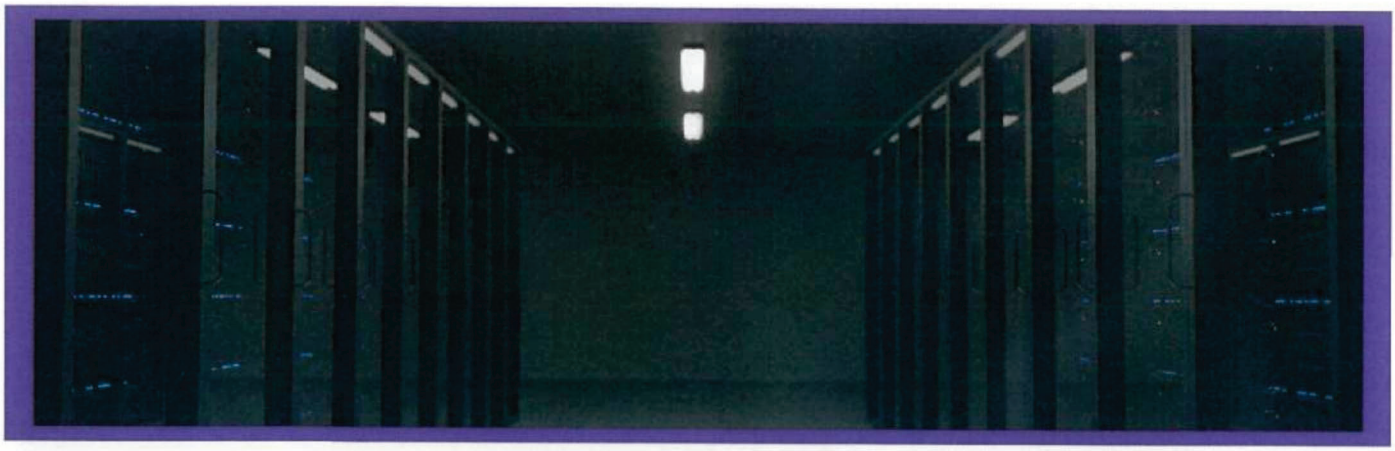
During the meeting, we discussed the importance of staying on top of current IT trends and the need to prioritize cybersecurity. As we continue to embrace new technologies, we are committed to ensuring that our city's digital infrastructure remains safe, secure, and reliable. We have taken a proactive approach to cybersecurity, investing in cutting-edge solutions and training our staff to protect our systems and sensitive information from potential threats.

In addition, we understand the importance of innovation and engagement in driving our city's progress. We are continuously exploring opportunities to implement modern IT solutions that will streamline our processes and improve the quality of services we provide. By leveraging smart city technologies and encouraging public-private partnerships, we aim to create a more efficient, connected, and sustainable Sierra Madre.

As we move forward, we are excited to continue collaborating with our residents, businesses, and stakeholders to create a thriving and resilient digital ecosystem for the City of Sierra Madre. Your ongoing support and participation are crucial to our success, and we encourage you to stay engaged in our initiatives by attending future town hall meetings, visiting our website for updates, and connecting with us through our various communication/social media channels.

Once again, thank you for your active participation in our town hall meeting. Together, we can build a secure, innovative, and vibrant future for the City of Sierra Madre.

Sincerely, Oscar Millan – IT Manager



Administrative Services

Laura Aguilar, Deputy City Manager/City Clerk

Department Vision, and Goals

Vision

- Service Excellence: We commit to providing courteous and compassionate service to our residents and guests.
- Work Development: We are committed to transparency and providing timely services to our customers.
- Innovation and Technology: We commit to identifying technology and software that provides our community with the ability to pay and access their utility accounts, in addition to the ability to receive timely information about City services and events.
- Integrity: We commit to relying on the professional ethics and honesty of every employee.
- Teamwork: We commit to working cohesively to provide quality service to our residents and visitors.

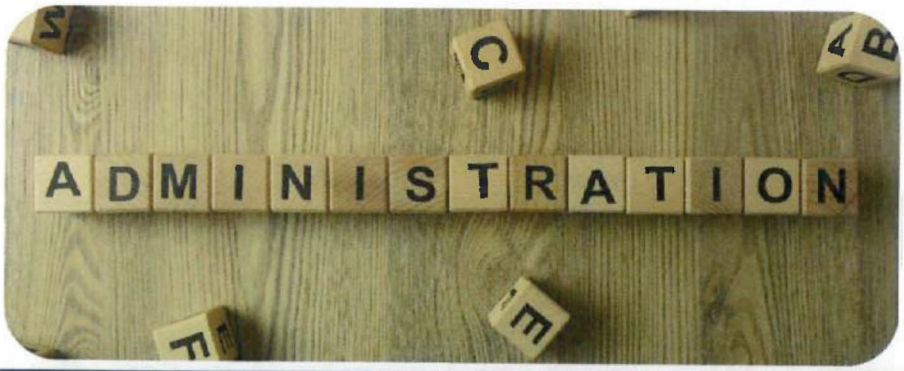
Fiscal Year 23-24 Goals

Goal 1: Further reduce delinquent account balances in utility accounts.

Goal 2: Identify additional opportunities to create more transparency and access to public records.

Goal 3: Increase accessibility to community communications

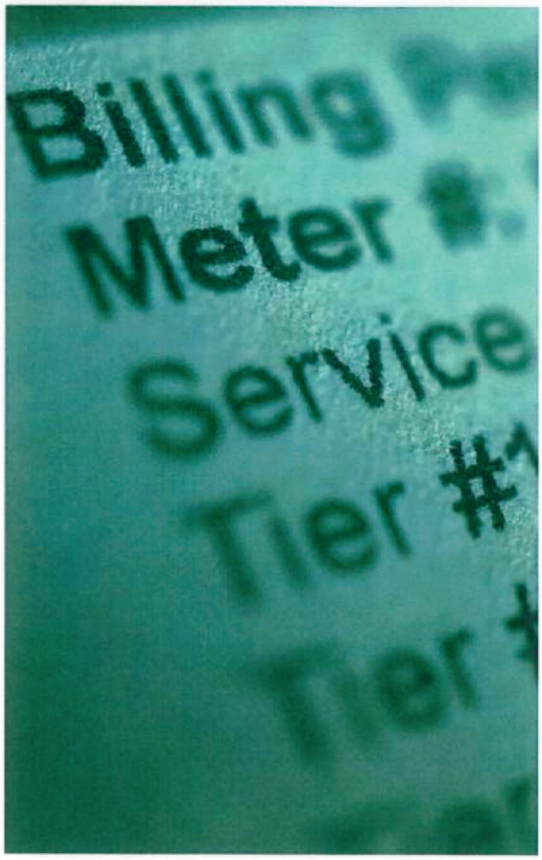
- Emergency Communications/City Events
- Major Public Works projects
- City events
- City Programs and services
- Expand usage of Government TV Channel 3 (Spectrum)
- Expand usage of Government Radio Station 1630-AM



Administrative Services

Re-Cap

As Deputy City Manager and City Clerk, I am grateful for the opportunity to engage with the community and provide useful information to our residents.



The Administrative Services Department consists of three Divisions: Utility Billing, City Clerk Services, and Communications, and is operated by 4 full-time staff.

Utility Billing is managed by one full-time employee, the Utility Account Specialist.
Responsibilities include:

- Generating monthly water/sewer account statements for over 3,800 active accounts;
- Managing delinquent accounts - currently 113 accounts are delinquent;
- Further reducing delinquent account balances through compassionate bill collection methods. This philosophy has helped us reduce delinquent account balances from over $100,000 in 2018 to the current total of $25,179 in delinquent balances;
- Continued education and enrollment into the AMI water account monitoring app.;
- continued enrollment efforts in paperless billing options. Currently, 1,004 accounts are paperless; and
- Continue enrollment efforts for auto-payment of utility bills. Currently, 1,122 accounts are on auto-pay.

Communications is comprised of one full-time employee
Responsibilities include:

- Coordinating communications with various departments through social media, digital, news media, and print messaging avenues



Administrative Services

Re-Cap

City Clerk Services is administered by the City Clerk and another full-time employee. Responsibilities include:

- Processing requests for public records - over 250 requests were received in 2022;
- Generate meeting agendas for City Council - 40 meetings held in 2022;
- Final Report packets are uploaded to the City's website for public access;
- Elections - usually held every 2 years. Sierra Madre has held 5 elections between 2019-2023.
- Process candidate nominations for elected officials, ballot measures, petitions, initiatives, referendums, ballot arguments/rebuttals, Voter Information Guides;
- Produce meeting minutes for all City Council meetings; and
- Commission applications and management of vacant seats.



CLOSING REMARKS

As Deputy City Manager and City Clerk, I am grateful for the opportunity to engage with the community and provide useful information to our residents.

The series of Community Townhall meetings provided valuable feedback from the people that we serve so that we can make decisions that make sense for our community. Understanding the needs and priorities of our residents and business owners gives us better perspective and provides an opportunity to create policy that helps our town. It is through community feedback that we have implemented programs like our AMI water monitoring software, the Public Records request portal, delinquent payment program, and emergency communication plans, like Nixle.

We encourage our community stakeholders to continue providing their insights and feedback so that we fine-tune our policies and procedures to keep up with the ever-changing needs of our Sierra Madreans.

Thank you for the opportunity to serve.



Human Resource
Miguel Hernandez, Assistant City Manager
Department Mission, Vision, and Goal

Mission

The mission of the City of Sierra Madre Human Resources Department is to partner with other City Departments to efficiently produce and sustain a customer service-oriented and safety-minded workforce while service as the catalyst to assure employee success in the performance of the City's mission, keeping in focus that human resources are our most valued assets.

Vision

- Driving Excellence and Innovation: Leads to successful outcomes and moves the organization forward.
- Deploying Recruitment and Retention Strategies: Marketing and communication to attract and retain qualified and diverse individuals to the organization.
- Investing in our Employees' Development: We commit to actively participate in identifying best practices for continuous improvement and expanding our succession management programs that reinforce our strategy to develop from within.
- Integrity: We commit to relying on the professional ethics and honesty of every employee.
- Teamwork: Enhancing the employee experience through a culture of employee engagement, wellness, inclusion, that leads to overall employee well-being, productivity and retention.

Fiscal Year 23-24 Goals

- Sustainability - Retain and recruit qualified staff
- City's emergency operations center (EOC) enhancements
- Finalize city's ADA transition plan



Human Resource
Department Goals

Goal 1: Supervisor Training

Provide additional tools for supervisors, including expanded offerings, new training delivery models, and expanded assessment capability.

Objectives:

- Initiate "core" supervisor training
- Performance management annual evaluation training
- Develop in-house workshops
- Develop communications training (EOC,PIO, etc....)
- Enlist subject matter experts for content delivery

Goal 2: HR Metrics and Technology

Assist departments with decision-making through provision of timely HR data and increased efficiency through improved HR technology

Objectives:

- Explore performance management technology for efficient and timely performance evaluations
- Automate onboarding process
- Automate exit interviewing
- Continue utilizing recruitment software for all department managers to be in the selection process

Metric:

- Percentage of employee turnover
- Turnover reasons (exit interview)



Human Resource Department Goals

Goal 3: Communications

Informing employees about HR offers, benefits, and training opportunities. Gather feedback from employees for continuing improvements.

Objectives:

- Collaborate with all departments to improve recruitment marketing
- inform employees of policy and/or law updates
- Develop policy training/discussion workshops for all employees
- Develop new and updated current HR forms

Goal 4: Support Departments with Staff Development

Provide career development opportunities for existing staff, and create succession planning for all departments

Objectives:

- Ensure the employee is onboarded properly
- Identify cross-training opportunities for departments
- Increase and promote staff development for growth and promotional opportunities
- Establish clear succession plans in each department

Goal 5: Compensation

Objective:

- Assist in identifying market gaps for City's approved positions
- Maintain City's compensation philosophy standards
- Periodically update compensation study for City's approved position



Human Resource
Closing Remarks

In conclusion, the Human Resources and Risk Management Department Town Hall Meeting allowed residents to gain better understanding of the inner-workings of the Humane Resources and Risk Management Department. After all the time, resources, and effort has been invested in building a strategic plan,, getting the most out of it is critical in achieving both short and long term goals and pursuing identified initiatives. The plan is an organic document that evolves over time as it is informed by choices made by the organization in the coming years. Not just a management tool, this plan and the goals it hopes to achieve can enhance public and staff support and have a positive impact in the community.



Finance Department
Hillary Guirola-Leon, Finance Director
Re-Cap

Finance Department Mission
To facilitate open and accountable municipal operations and financial services, manage, and safeguard the City's resources in a a prudent and comprehensive manner.

Budgeting
We start the Fiscal year with an approved budget. A City budget provides an overview of the resources available and the approved expenditures for the Fiscal Year.

City Operations
The Finance Department also ensures there are proper procedures and approval process' in place for City operations.

Grant Management
There are various grants received by the City and it is important to have records showing the expenditures are made in line with the grantor requirements.

Budget Monitoring
Each month, the department monitors the budget to actual activity throughout the year. Budget monitoring is important because it helps determine if any budget adjustments are necessary.



Finance Department
Feedback and Closing Remarks

Accounting and financial reporting

At the end of the fiscal year, we issue a financial report showing the activity that happened throughout the fiscal year. The financial report gets audited by an independent auditor.

It is an honor to share that the City has been the recipient of multiple awards issued by the Government Finance Association (GFOA). GFOA is a national organization that issues awards to agencies that go above and beyond the minimum reporting requirements. It is our goal to continue receiving these awards that represent the spirit of transparency and full disclosure.

Questions and Feedback

1.) Are there any City programs or services you would like to see funded?

- A resident indicated they would like to see an increase in police presence.
- A resident indicated there should be a non-profit grant program to provide funding.

2.) Do you have any concerns about the City's current financial status?

- A resident indicated there should be a strategic conversation regarding long term issues faced by the City. For example, public safety retention and the need of a special funding source.

Closing Remarks

During the town hall, I was pleased to present an overview of the Finance Departments various operations. There are various tasks throughout the year in the finance department and they revolve around fiscal accountability and transparency.



Planning and Community Preservation Department

Vincent Gonzalez, Director Planning & Community Pres. Dept.

Department Mission, Vision, and Goals

Mission

We are dedicated to providing efficient and effective professional planning and building services to the citizens of Sierra Madre and to development professionals while safeguarding life and property, enhancing the City's economic base, and protecting neighborhoods and their natural environment.

Vision

- **Service Excellence:** We commit to providing courteous service to our residents and guests.
- **Workforce Development:** We commit to making Planning & Community Preservation a learning organization that attracts, develops, motivates, and retains a dedicated workforce.
- **Innovation and Technology:** We commit to actively participate in identifying best practices for continuous improvement
- **Integrity:** We commit to relying on the professional ethics and honesty of every employee
- **Teamwork:** We commit to actively blending our individual talents to achieve outstanding performance and service.

Fiscal Year 23-24 Goals

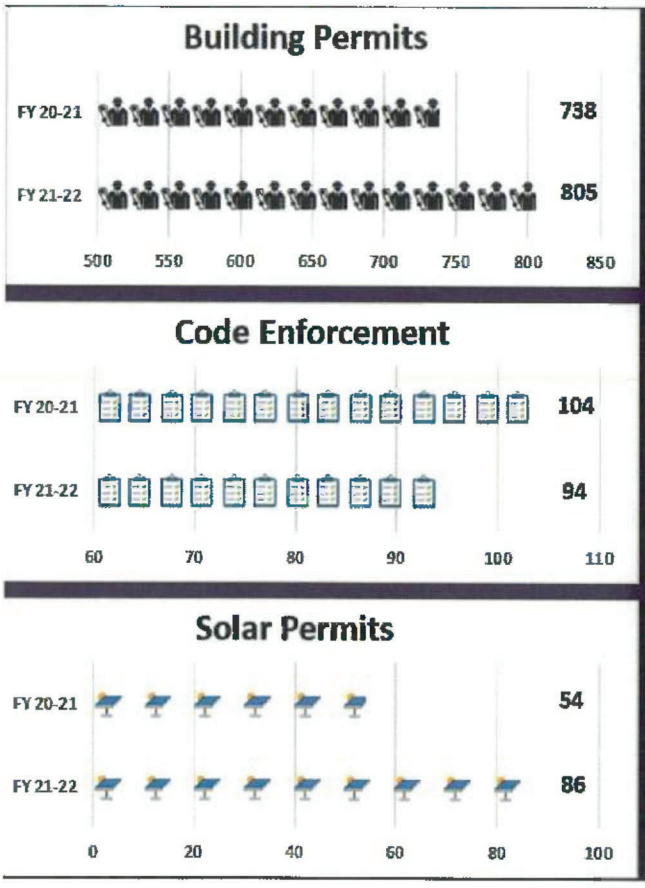
- **Goal 1:** Respond in a timely manner to state mandates
- **Goal 2:** Implement objective findings, design guidelines, and development standards for residential zones from FY 22-23
- **Goal 3:** Modernize the planning process
  - Land Management Software Implementation
  - Online Permitting
  - Electronic Plan Review
  - GIS Integration
  - Finance Integration
  - Public Safety Integration
  - Code Enforcement Mobile Device Software
- **Goal 4:** Tele-Planner Capability



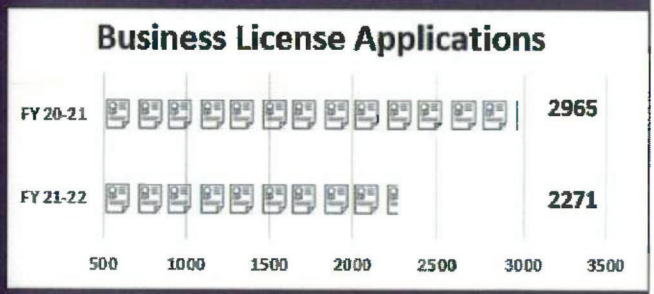
Planning and Community Preservation Dept. Re-Cap

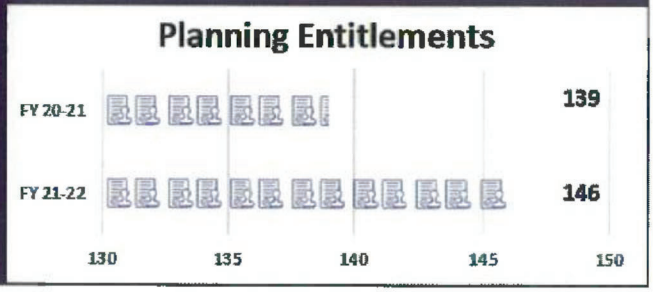
Performance Measures

The Planning Division is currently managing 115 projects from Pre-Application development review thru construction. The charts compare the Fiscal Year 20-21 and 21-22









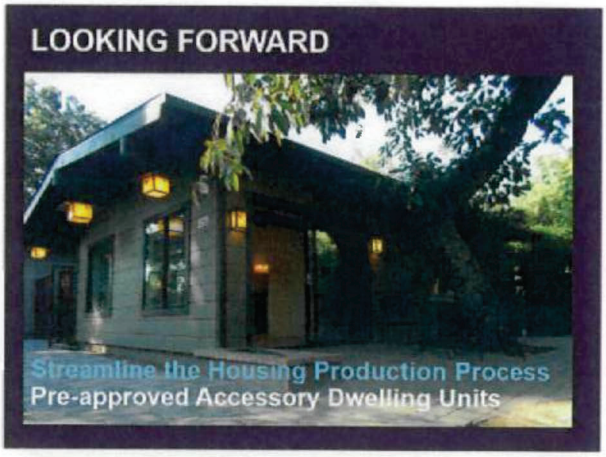
Planning and Community Preservation Dept. Re-Cap

Modernizing the Permitting Process

One of the Departments Fiscal Year 23-24 Goals is to streamline the housing production process. The following efforts will allow us to achieve this goal.

Pre-Approved Accessory Dwelling Units:

The Department participated with the San Gabriel Valley Council of Governments (SGVCOG) to enlist architects to prepare pre-approved design and construction documents for Accessory Dwelling Units, Residents will be able to purchase shovel-ready projects directly from the participating architects.



Electronic Plan Review:

The Department is looking forward to establishing an electronic plan review and permitting platform. Some Key Benefits Include:

- Faster Turn around
- Parallel plan reviews
- Applicant can track project status



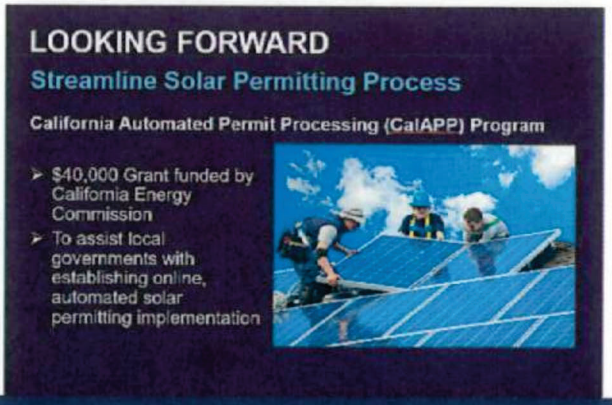
Streamline Solar Permitting Process:

We are also making the same efforts to streamline the solar permitting process.

Last fiscal year we processed 86 solar permits.

The Department applied for a $40,000 grant from the California Energy Commission.

The use of the grant is to assist local jurisdictions to employ an automated permitting process.



Planning and Community Preservation Dept. Questions

Group Discussion Questions:

1.) Are there any specific planning projects that you believe would have a significant positive impact on our city's overall livability?

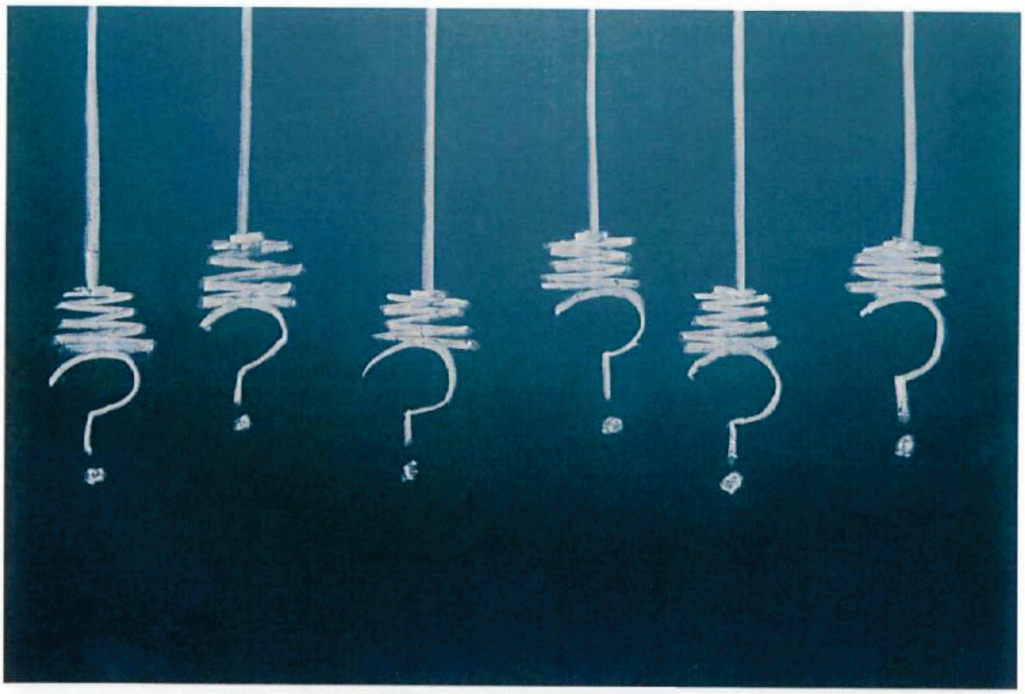
GREEN PLANNING OF PUBLIC SPACES: Streets should be designed for people, with 'green' streets, new corridors, and public spaces as centers of social life.

2.) What types of community preservation initiatives are you most interested in seeing implemented in our city?

PRESERVATION of open space and historic sites, create affordable housing, etc...

3.) Are there any specific policies ir initiatives that the Planning & Community Preservation Department should prioritize in order to address the climate crisis?

SUSTAINABLE BUILDINGS AND INFRASTRUCTURE: Optimize energy consumption and management of resources in buildings and utilities: electrification of appliances, solar, waste, water, and energy.



Planning and Community Preservation Dept. Feedback

Feedback Received:



1. Does the City have a Master Sidewalk Plan?

The City adopted a four-year plan which divides the City into 3 segments. An inventory of sidewalk conditions was conducted citywide. A citywide inventory was prepared with the goal of repairing sidewalks in one of the three segments each year, and the fourth year is allocated to repeat the inventory again.

In furtherance of general traffic and circulation questions, it was announced that UC Berkley Case Study called Safe Trek focuses on pedestrian, bicycle safety, and other non-vehicular safety. Circulation Element which is contained within the General Plan. Police Department is also compiling traffic data and accident data for use in traffic plans going forward.

2. Is the City taking advantage of grants offered by the State to support solar production?

The City is participating in the California Automated Permit Processing (CalAPP) Program. The City received a $40,000 grant funded by the California Energy Commission to assist local governments with establishing an online, automated solar permitting process.

3. A commenter expressed safety concerns about Kersting Court steps.

The Public Works Department added handrails to the steps at Kersting Court and will continue to address safety and accessibility concerns.

4. Can current Infrastructure support new development projects proposed in the City?

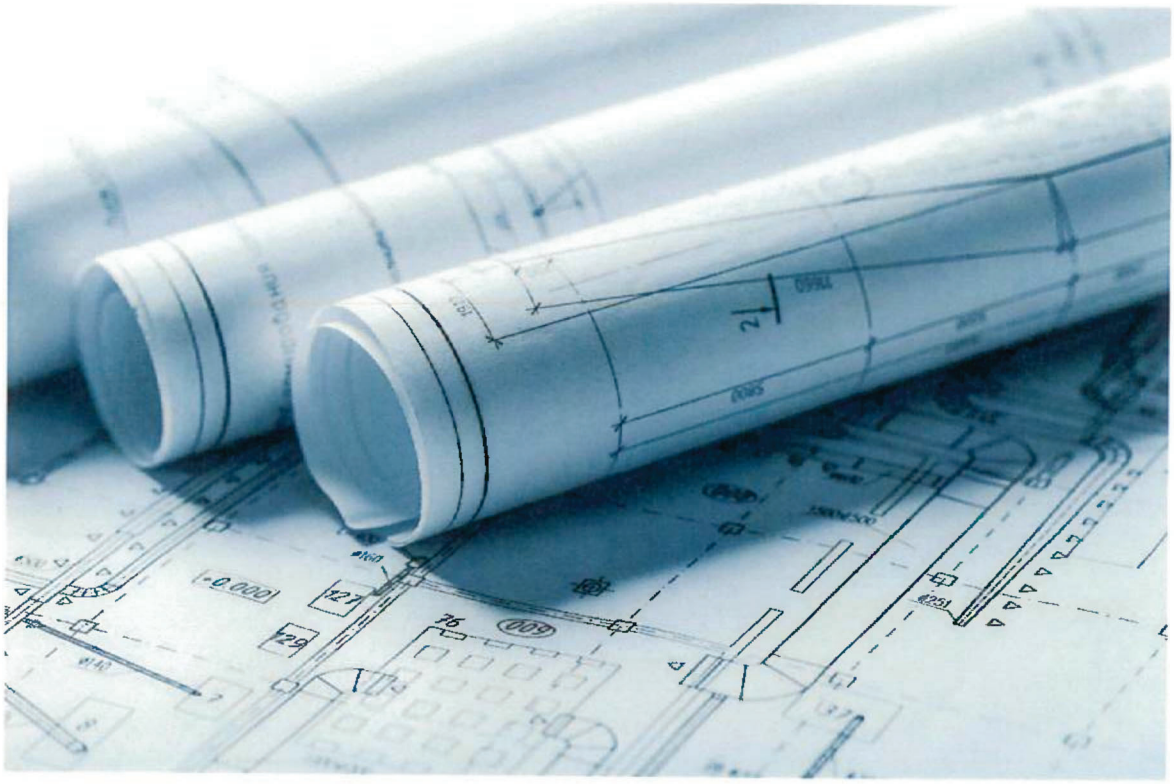
The City is largely built out with the exception of a few underutilized sites with development potential including the Stonehouse parcel, a portion of the Mater Dolorosa Retreat Center property, and two parcels on Lotus Lane. Any development will be required to upgrade infrastructure to accommodate demand.

5. City should consider requiring installation of fencing at elementary and middle school sites to secure students and faculty from active shooters and other incidents of harm.

Pasadena Unified School District is the responsible party to address school safety.

Planning and Community Preservation Dept. Closing Remarks

In conclusion, the Planning and Community Preservation Department Town Hall Meeting allowed stakeholders to better understand the dynamics of the Department responsibilities and our service to the community of Sierra Madre and the State of California. The Department continues to aspire to provide efficient and effective professional planning and building services to the citizens of Sierra Madre and to development professionals while safeguarding life and property, enhancing the City's economic base and protecting neighborhoods and its natural environment.



DEPARTMENT OF

PUBLIC WORKS

CITY OF SIERRA MADRE

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Department Overview

The Public Works Department (PW) consists of seven (7) full-time employees and one (1) part-time position. The Department is responsible for the maintenance of all City infrastructure, including streets, storm drains, maintenance of all city buildings, park and landscape contract, city-owned trees, and the City's vehicle fleet. Staff's responsibility extends to various environmental compliance efforts including stormwater quality, air quality, solid waste landfill diversion programs, and local wildlife and tree protection codes. PW staff administers the City's contracts for Public Works projects, engineering services, solid waste disposal, street sweeping, transportation, ground maintenance, facility maintenance, Community Development Block Grants, and tree trimming services. PW staff is also the primary contact for the So. Cal. Gas Company, Southern California Edison, Clean Power Alliance, Athens Services, Spectrum Cable and Frontier Phone Service.

The PW Department under the direction of Director Cimino with Arnulfo Yanez, Deputy Director/City Engineer, James Carlson, Management Analysis, PT (40%), and Jennifer Peterson, Administration Assistance, PT (30%) the Public Works office is continuing to complete important projects and supporting the other departments with their facility needs and events. The PW Department continues to struggle to maintain proper staffing levels for an efficient department. Currently, Human Resources is assisting with filling one vacancy, (six in total for the current Fiscal Year). The PW Department is always looking for ways to better the department and utilize our skills to the benefit of our residents, businesses, and visitors.

The Utility Services Department provides high-quality drinking water and sewer system maintenance to approximately 11,100 residents within the boundaries of The City of Sierra Madre. The department consists of 10 (Ten) full-time employees.

Water Operations and Supply:
The Utilities Department continues to diversify its water supply portfolio to ensure a reliable water supply during drought, regulatory constraints, and emergencies. Water rights account for approximately 45 percent of the City's water from our local groundwater aquifer. An additional 55 percent of the City's supply is imported from the San Gabriel Valley Municipal Water District. Imported water is allowed to percolate into the ground where it supplements our local groundwater aquifer. Water is produced by four groundwater wells and one natural spring. In total the department produces approximately 750 million gallons of water each year. Water is distributed through a network of over 55 miles of distribution water mains to over 3,800 metered connections.

Sewer Operations:
The Utility Services Department maintains approximately 34 miles of sewer mains and 866 sewer access points.
Personnel provides preventive maintenance services, repairs, engineering evaluations of sewer facilities, and administer the City sewer ordinances and sewer construction programs. The Department also repairs and makes improvements to the sewer system.

Board/Committee Liaisons

The Public Works Staff serves as liaison to the:

- Energy, Environment and Natural Resources Commission
- City Council - Water Sub-Committee
- COG Water Resources Committee
- Los Angeles Regional Agency (Solid Waste)
- Los Angeles Permit Group (Stormwater)
- Rio Hondo/San Gabriel Water Quality Group
- Sierra Madre Environmental Action Council
- Clean Power Alliance

The Utility Department serves as liaison to the:

- City Council Water Sub-Committee
- San Gabriel Valley Municipal Water District
- Raymond Basin Management Board (Board of Directors)

Public Works and Utility Services Departments' Mission Statement

We are dedicated to delivering quality customer service to our community. As a team, we strive to update services in response to changing needs. We are committed to providing all services in a manner that is professional, courteous, cost-effective, efficient, and understanding.

Public Works and Utility Services Departments' Open House

The Department of Public Works held an Open House on Saturday, May 20th 2023, at the City Yards, as a part of the ongoing effort to develop the Strategic Plan. At this event, visitors were able to walk around and learn about the different elements and jobs that the department takes on as well as explore the City Yard, which is rarely open to the public. From 9 AM to 1 PM, the yard saw about 150 visitors, in which 50 of whom were children. The event was especially popular with the little ones, due to the construction hats and vests we handed out as well as the trash truck bounce house from Athens. Adults and children alike were able to interact on a more personal basis with the crew and learn about each of the jobs they do. Attendees were given the opportunity to provide feedback to the Department and let us know what they felt was the most important duty that Public Works takes on. Attendees were also given gift bags which included an array of water conservation tools as well as a card with Public Works social media and contact information. Overall, the event was a huge success and the Department is looking forward to making this an annual Open House during Public Works Week.

Feedback
Feedback cards were handed to each attendee to fill out, and 17 cards were received.

The questions that were asked to attendees included:

1. How can Public Works better serve you?
Residents responded in a very positive manner by stating that the Public Works Department has been and is doing a great job, and that people were extremely appreciative of the work we do.

2. How do you find out about Public Works information/projects?
Residents were given a multitude of options to choose from, including social media, newspapers, door hangers, word of mouth, banners, and handouts. The most popular chosen options were social media, banners, and word of mouth.

3. What do you prioritize in regard to the Public Works Department and the work we do?
Residents were given seven options which included water, sidewalks, parks/ facilities, environment, trees, street improvement, and infrastructure/capital projects. The number one chosen option was water, followed by environment, street improvement, infrastructure/capital projects, and trees.

4. Anything else that you think would be important for Public Works to know?
One resident stated that they would like the streets in the canyon to be fixed, and another stated that they would like to see trash cans in the 600 block of West Sierra Madre Blvd.

Vendors
Vendors at the event included companies that serve our community through Public Works contracts. Vendors included the San Gabriel Valley Municipal Water District, West Coast Arborists, Athens Services, and Post Alarm Systems. Each vendor had a booth set up and attendees were able to go around to each and learn about what they do and the services they provide to the city. As mentioned before, Athens Services was able to provide a trash truck bounce house which was a huge hit for the children. Post Alarms Systems provided an old vintage car which was great for pictures.

Public Works Crew
The public works crew received outstanding feedback from the attendees and were able to interact on a more personal level with residents. The crew was dispersed among different stations throughout the yard, such as the spreading grounds, the wells, the booster house, the sign shop, and the mechanic shop. They were also able to put out important equipment such as the front loader, backhoe, and repurposed ambulance made into a sewer camera truck. At each station, they were able to explain the function of it and some of the duties that go along with it.
Councilmember Gene Goss got the event started with an excellent speech recognizing the PW department and staff and the hard work they do for our City, as well as recognizing National Public Works Week.

Open House Event Conclusion
In conclusion, the first annual Public Works Open House was a huge success. We found that the public is truly interested in learning more about the different types of work that Public Works does, especially learning about our unique water system. Attendees also got an insight into some of the vendors/contractors that we work with. We are excited to make this event happen annually and are thinking of more ideas and ways we can teach the public about our work. The feedback received was very valuable in terms of our strategic plan, and gives us a better idea of what areas of work the residents most value.

Compilation of completed Action Steps

October 14, 2025

PS 1.1 E – Fire Chief will analyze and determine the need for a part-time EOC Coordinator to be included in budgetary planning for 24/25 (and future years). **This was completed.**

PS 1.2 A – FD Training Officer shall identify strengths and weaknesses of training programs to be submitted to Fire Chief by the First Quarter of 2024. **This has been completed.**

PS 1.2 C – Fire Chief will develop and maintain a strategy to maintain an 85% Paramedic Licensure status for Fire personnel by First Quarter of 2024. This has been completed and expected to remain at the 85% goal.

OS 2.4 A – The updated fee schedule study is to be presented to the city council in the Third Quarter of 2024. This was completed.

PS 3.2 A – The Natural Resources Commission will update the City's Wildlife Management Plan with input from the City Council, the Department of Fish and Wildlife, and the SMPD as needed. **Completed in July of 2024.**

PS 3.2 C – The City's Public Works Department will maintain the recently amended Solid Waste Contract, providing for the introduction and continued maintenance of Bear-Resistant Organics Recycling barrels to all residential customers. **Completed First Quarter of 2024.**

PS 3.2 C – The City's Public Works Department will maintain the recently amended Solid Waste Contract, providing for the introduction and continued maintenance of Bear-Resistant Organics Recycling barrels to all residential customers. **Completed First Quarter of 2024.**

PS 3.3 C – Review of Noise Ordinance and processes/enforcement by Planning Commission and City Council by the Third Quarter of 2023. Natural Resources Commission will consider gas-powered landscaping equipment and provide a recommendation to City Council by the First Quarter of 2024. **This has been completed.**

PS 4.1 B – The Police Department and Public Works Department shall coordinate to obtain a third-party contractor to provide a new traffic survey for selected major streets by Fourth Quarter of 2024. **This has been completed.**

PS 4.2 C – The Department of Public Works will launch the GoSGV Ambassador Electronic Bike Program in the Second Quarter of 2024. **Program has been launched, and is administered by staff in the Administrative Services Department and a local volunteer.**

IG 1.3 A – Library to open at a temporary location First Quarter of 2024. **Completed.**

IG 1.3 B – Design Phase to be completed in the First Quarter of 2024. Internal Phase Review is to be completed by the third quarter of 2024. This has been completed.

IG 1.3 C – Construction to begin in the Third Quarter of 2024. This has been completed.

IG 2.1 A – The Planning & Community Preservation Department will continue to work with the San Gabriel Valley Council of Governments to meet the legislative mandates of AB 434 and will provide a recommendation to the City Council by the Third Quarter of 2024. This has been completed.

CE 1.2 B – Complete Sierra Vista Park Playground project and Fitness Area by Third Quarter of 2024. This has been completed.

CE 3.2 C – The Natural Resources Commission will host Earth Day in April at Memorial Park every year. **This is completed.**

ER 1.1 A – The Department of Public Works will work with the Natural Resources Commission to update the Water Efficient Landscape Ordinance by the Third Quarter of 2025. This has been completed (Direction instead of Ordinance).

ER 1.2 A – Increase AMI participation by 10% by Fourth Quarter of 2025. This has been achieved.

ER 2.4 B – The Planning and Community Preservation Department will implement a plan review process in compliance with the 2022 Solar Access Act (SB 379) by Third Quarter of 2024. **This is completed.**

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

Sue Spears, City Treasurer

City of Sierra Madre

AGENDA REPORT

TO:	Honorable Mayor Parkhurst and Members of the City Council
FROM:	Brent Bartlett, Fire Chief
REVIEWED BY:	Michael Bruckner, City Manager
DATE:	October 14, 2025
SUBJECT:	**ORDINANCE NO. 1486 RELATING TO THE ADOPTION AND AMENDMENTS TO THE 2025 INTERNATIONAL FIRE CODE AND THE 2025 CALIFORNIA FIRE CODE UPDATES**

STAFF RECOMMENDATION

It is recommended that the City Council introduce for first reading Ordinance No. 1486 amending various sections of the Sierra Madre Municipal Code (SMMC) pursuant to the 2025 California Fire Code and 2025 California Wildland Urban Interface Code amendments.

ALTERNATIVES

1. Introduce Ordinance No. 1486 for first reading by title only.
2. Direct staff to revise Ordinance No. 1486 and conduct first reading as amended by title only.

SUMMARY

On January 1, 2026, the state of California will be adopting a new fire code. Subsequently, the City of Sierra Madre is required to adopt and enforce the same code with local amendments. Currently, the City is enforcing the 2022 California Fire Code with local amendments. There are no proposed new local amendments to the California Fire Code.

The state has also adopted a new code, known as Title 24, Part 7 California Wildland Urban Interface Code, through the California Building Standards Commission. There are no new state or local amendments in the 2025 California Wildland Urban Interface Code, as this new statewide code is merely a reorganization and consolidation of existing statutes, codes, and standards into a single document for ease of use by the authority having jurisdiction, as well as property owners or developers.

Ordinance No. 1486 amends Title 15.24 of the Sierra Madre Municipal Code relating to

the adoption and amendment of the 2025 California Fire Code and 2025 California Wildland Urban Interface Code to meet with State requirements. Additionally, this Ordinance continues all previous amendments from 2022 with no additional changes.

ANALYSIS

Ordinance No. 1486 amends Title15.24 as follows:

Section 1. Section 15.24.010 is amended to adopt the 2025 California Fire Code.

Section 2. Section 15.24.020 is amended to replace the words “International Fire Code” with “California Fire Code”

Section 3. Section 15.24.070 Amendments to the California Fire Code.

Section 101.1 of the California Fire Code is amended to identify “this code” as the Sierra Madre Fire Code.

Section 113.4 identifies fire code violations and penalties as misdemeanors, and may be punishable by administrative, civil, or criminal action.

Section 114.4 identifies failure to comply penalties as misdemeanors, and may be punishable by administrative, civil, or criminal action.

Section 307.4.2 of the California Fire Code is amended to allow the Fire Code Official to order recreational fires to be discontinued if such fires constitute a hazardous condition or if atmospheric conditions reach critical levels.

Section 503.2.1 of the California Fire Code is amended to require new fire access roads to have a minimum width of 26 feet within 25 feet of each side of a fire hydrant. This requirement will prevent the problem of an access road being blocked when a fire engine is utilizing a fire hydrant.

Sections 903.2.1.1, 903.2.1.2, 903.2.1.3, 903.2.1.4, 903.2.1.5, 903.2.2, 903.2.3, 903.2.4, 903.2.5, 903.2.6, 903.2.7, 903.2.8, 903.2.9, 903.2.9.1, 903.2.9.2, 903.2.10 and 903.2.10.1 of the fire code are amended in order to maintain the current fire sprinkler requirements as set forth in Section 15.24.120 of the Sierra Madre Municipal Code.

APPENDIX D-Fire Apparatus Access Roads is adopted and amended to continue to require new fire access roads to have a minimum width of 26 feet within 25 feet of each side of a fire hydrant. This requirement will help prevent the problem of an access road being blocked when a fire engine is utilizing a fire hydrant.

Section 4. Section 15.24.110 is amended to include additional design options for residential fire sprinklers by adding “Section R309 of the California Residential Code”, and continue existing requirements for residential buildings being renovated based on

square footage percentages.

Section 5. Section 15.24.120 is amended to continue to require automatic fire sprinklers in buildings being renovated based on square footage percentages.

Section 6. Section 15.25.010 is established to adopt the 2025 California Wildland Urban Interface Code as published with no amendments.

Sections 7-19. Repeal of Conflicting Ordinances and other legal Code Adoption language.

ENVIRONMENTAL (CEQA)

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

STRATEGIC PLAN CORRELATION

Ordinance No. 1486 and enforcement of the 2025 California Fire Code and 2025 California Wildland Urban Interface Code is aligned with Goal 2: Public Safety.

PUBLIC NOTICE PROCESS

This item has been noticed though the regular agenda notification process. Notice of the hearing was published consistent with the requirements of Government Code Sections 65090 and 50022.2, including publication of a summary notice of public hearing in the local adjudicated newspaper. Copies of this report can be accessed on the City's website at sierramadreca.gov.

FINANCIAL REVIEW/SOURCE OF FUNDING

There is no impact to the General Fund. The adoption of Ordinance No. 1486 to enforce the 2025 California Fire Code and the 2025 California Wildland Urban Interface Code, along with local amendments, will not result in any direct fiscal impact to the City of Sierra Madre. The ordinance involves the continuation of the current code enforcement practices and does not introduce any new local amendments or operational costs. Staff time has already been incurred in preparing the report and draft ordinance; however, no additional funds or expenditures are required for implementation beyond normal administrative duties. Therefore, the proposed action is considered fiscally neutral for the City.

Attachments

Attachment 1: City Council Ordinance No. 1486 - 2025 Fire Code & California Wildland Urban Interface Code Adoption

Exhibit A: Sierra Madre Fire Department 2025 Fire Code & California Wildland Urban Interface Code Findings

ORDINANCE NO. 1486

AN ORDINANCE OF THE CITY OF SIERRA MADRE AMENDING CHAPTER 15.24 (FIRE CODE) AND ADDING CHAPTER 15.25 (CALIFORNIA WILDLAND URBAN INTERFACE CODE) OF TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE SIERRA MADRE MUNICIPAL CODE

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

SECTION 1. Municipal Code Amendment. Section 15.24.010 of Chapter 15.24 (Fire Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is hereby amended to read as follows:

SECTION 15.24.010 Adoption of the California Fire Code

There is hereby adopted by the City Council of the City of Sierra Madre for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain Code known as the 2025 Edition of the California Fire Code based on the 2024 Edition of the International Fire Code published by the International Code Council except such portions as are hereinafter deleted, modified or amended by Section 15.24.070 of the Sierra Madre Municipal Code and portions of the International Fire Code. From the date on which this ordinance shall take effect, the provisions of the 2025 California Fire Code shall be controlling within the limits of the City of Sierra Madre.

SECTION 2. Municipal Code Amendment. Section 15.24.020 of Chapter 15.24 (Fire Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is hereby amended to read as follows:

SECTION 15.24.020 - Establishment and duties of the bureau of fire prevention.

The California Fire Code shall be enforced by the bureau of fire prevention in the fire department of the city which is established and which shall be operated under the supervision of the chief of the fire department.

SECTION 3. Municipal Code Amendment. Section 15.24.070 of Chapter 15.24 (Fire Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is hereby amended to read as follows:

SECTION 15.24.070 Amendments to the 2025 California Fire Code

A. Section 101.1 is amended to read as follows:

101.1 Title. These regulations shall be known as the *Fire Code* of the City of Sierra Madre, hereinafter referred to as "this code".

B. Section 113.4 is amended to read as follows:

113.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, and may be punishable by administrative, civil, or criminal action. An administrative, civil, or criminal action may be brought concurrently with any other process regarding the same violation. Each day such violation is committed or permitted is to constitute a separate offense and shall be punishable as such.

C. Section 114.4 is amended to read as follows:

114.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor, and may be punishable by administrative, civil, or criminal action. An administrative, civil, or criminal action may be brought concurrently with any other process regarding the same violation. Each day such violation is committed or permitted is to constitute a separate offense and shall be punishable as such.

D. Section 307.4.2 is amended to read as follows:

307.4.2 Recreational fires. Recreational fires shall not be conducted within 25 feet (760mm) of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet (7620 mm) of a structure shall be eliminated.

Discontinuance. The fire code official or his representative is authorized to require that recreational fires be immediately discontinued if such fires are determined by the chief to constitute a hazardous condition or if atmospheric conditions reach critical levels as specified in the policies and procedures of the fire prevention bureau.

E. Section 503.2.1 is amended to read as follows due to local topographical conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), except for approved security gates in accordance with section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115mm).

When fire hydrants are required, fire apparatus access roads shall have an unobstructed width of not less than 26 feet (4114 mm) within a linear distance of 25 feet (7620 mm) each side of the hydrant.

F. Section 903.2.1.1 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.1.1 Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies in accordance with Code section 15.24.120.

G. Section 903.2.1.2 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.1.2 Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies in accordance with Code section 15.24.120.

H. Section 903.2.1.3 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies in accordance with Code section 15.24.120.

I. Section 903.2.1.4 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.1.4 Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies in accordance with Code section 15.24.120.

J. Section 903.2.1.5 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.1.5 Group A-5. An automatic sprinkler system shall be provided for Group A-5 occupancies in the following areas: concession stands, retail areas, press boxes, and other accessory use areas in accordance with Code section 15.24.120.

K. Section 903.2.2 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.2 Group B. An automatic sprinkler system shall be provided throughout all buildings containing a Group B occupancy in accordance with Code section 15.24.120.

L. Section 903.2.3 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.3 Group E. An automatic sprinkler system shall be provided throughout all buildings containing a Group E occupancy in accordance with Code section 15.24.120. (exception: For public school state-funded construction projects see Section 903.2.19)

M. Section 903.2.4 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.4 Group F-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy in accordance with Code section 15.24.120.

N. Section 903.2.5 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.5 Group H. Automatic sprinkler systems shall be provided in high-hazard occupancies as required in Sections 903.2.5.1 through 903.2.5.3.

903.2.5.1 General, An automatic sprinkler system shall be installed in Group H occupancies. in accordance with Code section 15.24.120.

O. Section 903.2.6 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.6 Group I. An automatic sprinkler system shall be provided throughout buildings with a Group I in accordance with Code section 15.24.120.

P. Section 903.2.7 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire

Code Findings of Fact as filed with the California Building Standards Commission:

903.2.7 Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy in accordance with Code section 15.24.120.

Q. Section 903.2.8 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area and in accordance with Code section 15.24.110.

R. Section 903.2.9 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.9 Group S-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 in accordance with Code section 15.24.120.

S. Section 903.2.9.1 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.9.1 Repair garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with Code section 15.24.120.

T. Section 903.2.9.2 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.9.2 Bulk storage of tires. Buildings and structures with an area for the storage of tires shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1.

U. Section 903.2.10 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.10 Group S-2. An automatic sprinkler system shall be provided throughout buildings classified as enclosed parking garages in accordance with Section 406.6 of the *California Building Code* or where located beneath other groups.

V. Section 903.2.10.1 is amended to read as follows due to local topographical, geological and climatic conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

903.2.10.1 Commercial parking garages. An automatic sprinkler system shall be provided throughout buildings used for storage of commercial motor vehicles in accordance with Code section 15.24.120

W. APPENDIX D-Fire Apparatus Access Roads is adopted and amended to read as follows due to local topographical conditions as identified in the 2025 Fire Code Findings of Fact as filed with the California Building Standards Commission:

D103.1 Access road width with a fire hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), within a linear distance of 25 feet (7620 mm) each side of the hydrant, exclusive of shoulders.

SECTION 4. Municipal Code Amendment. Section 15.24.110 of Chapter 15.24 (Fire Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is hereby amended to read as follows:

15.24.110 - Automatic life safety support sprinkler system.

An approved automatic life safety support sprinkler system shall be installed in all occupancies and locations as set forth in this section and shall meet all designated National Fire Protection Association (NFPA) code requirements, or Section R309 of the California Residential Code as adopted by the State of California and the policies and procedures of the Sierra Madre Fire Prevention Bureau as currently specified and amended by the Sierra Madre Municipal Code:

A. All newly constructed residential occupancies shall install an automatic life safety support sprinkler system as an integral aspect of their new construction.

B. All residential occupancies being renovated over seventy percent of their existing square footage in a twelve-month period shall install a life safety support sprinkler system throughout the entire occupancy.

C. All residential occupancies where an addition of fifty percent or more of the existing square footage is being accomplished in a twelve-month period shall install a life safety support sprinkler system throughout the entire occupancy.

SECTION 5. Municipal Code Amendment. Section 15.24.120 of Chapter 15.24 (Fire Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is hereby amended to read as follows:

15.24.120 - Automatic fire extinguishing systems.

An automatic fire sprinkler systems shall be installed in the following occupancies:

A. In all new buildings within the City of Sierra Madre except group U.

B. All new Group U as classified in the International Fire Code, which are located within thirty five (35) feet of any exposure.

C. All buildings classified as a Group A, B, E, F, H, I, M, S when renovated over seventy five percent (75%) of their existing square footage.

D. All buildings classified as a Group A, B, E, F, H, I, M, S when an addition of fifty percent of their existing square footage is being accomplished.

E. All Group R occupancies shall install an automatic life safety fire sprinkler system in accordance with Code Section 15.24.110.

SECTION 6. Municipal Code Amendment. Chapter 15.25 (California Wildland Urban Interface Code) is added to Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code to read as follows:

CHAPTER 15.25 – CALIFORNIA WILDLAND URBAN INTERFACE CODE

SECTION 15.25.010 Adoption of the California Wildland Urban Interface Code

There is hereby adopted by the City Council of the City of Sierra Madre for the purpose of prescribing regulations governing conditions hazardous to life and property from wildfire or conflagration, that certain Code known as the 2025 Edition of the California Wildland Urban Interface Code based on the 2024 Edition of the International Wildland Urban Interface Code published by the International Code Council, from the date on which this ordinance shall take effect, the provisions of the 2025 California Wildland Urban Interface Code shall be controlling within the limits of the City of Sierra Madre.

SECTION 7. Repeal of Conflicting Ordinances. All existing ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or the California Fire Code adopted are hereby repealed.

SECTION 8. References in Documents and Continuing Legal Effect. References to prior versions of the California Fire Code, or of the Sierra Madre Municipal Code that are amended or renumbered in this Municipal Code, that are cited on notices issued by the City or other documents of ongoing or continuing legal effect, including

resolutions adopting or imposing fees or charges, until converted, are deemed to be references to the new counterpart 2025 Fire Code, 2025 Wildland Urban Interface Code, or amended Municipal Code sections for the purposes of notice and enforcement. The provisions adopted hereby shall not in any manner affect deposits, established fees or other matters of record which refer to, or are otherwise connected with, ordinances which are specifically designated by number, code section or otherwise, but such references shall be deemed to apply to the corresponding provisions set forth in the code sections adopted or amended hereby.

SECTION 9. Continuity. To the extent the provisions of this Ordinance are substantially the same as previous provisions of the Sierra Madre Municipal Code, these provisions shall be construed as continuations of those provisions and not as amendments of the earlier provisions.

SECTION 10. No Effect on Enforceability. The repeal of any sections of the Municipal Code, shall not affect or impair any act done, or right vested or approved, or any proceeding, suit or prosecution had or commenced in any cause before such repeal shall take effect; but every such act, vested right, proceeding, suit, or prosecution shall remain in full force and effect for all purposes as if the applicable provisions of the Municipal Code, or part thereof, had remained in force and effect. No offense committed and no liability, penalty, or forfeiture, either civil or criminal, incurred prior to the repeal or alteration of any applicable provision of the 2022 Code as amended, shall be discharged or affected by such repeal or alteration but prosecutions and suits for such offenses, liabilities, penalties or forfeitures shall be instituted and proceed in all respects as if the applicable provisions of the 2022 Code, as amended, had not been repealed or altered.

SECTION 11. Supplementary of Existing Law. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent.

SECTION 12. Modifications to California Fire Code. All inconsistencies between the Municipal Fire Code, as adopted by this ordinance, and Parts 7 & 9 of Title 24 the California Code of Regulations are changes, modifications, amendments, additions or deletions thereto authorized by California Health and Safety Code Sections 17858 and 17858.7.

SECTION 13. Findings. The City Council hereby adopts the findings attached hereto as Exhibit A by this reference fully incorporated herein. These modifications to the 2025 California Fire Code, incorporating the 2024 International Fire Codes are reasonably necessary due to the local climatic, geological, and topographical reasons set forth in Exhibit A.

SECTION 14. Severability. Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact

that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

SECTION 15. Effective Date. Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption, or January 1, 2026, whichever is later.

SECTION 16. Records. Pursuant to Government Code Section 40801, proof of certification and publication shall be entered in the book of Ordinances of the City Council.

SECTION 17. CEQA. This Ordinance has been determined to be exempt from the California Environmental Quality Act pursuant to State Guidelines §15061 (b) (3) as a project that has no potential for causing a significant effect on the environment.

SECTION 18. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Ordinance by the City Council.

SECTION 19. Filing with State. The City Clerk shall file a certified copy of this Ordinance with the California Building Standards Commission.

PASSED, APPROVED AND ADOPTED, this 28th day of October, 2025

_____
Robert Parkhurst, Mayor

I HEREBY CERTIFY that the foregoing Ordinance was introduced by first reading on the 14th day of October, 2025, and duly adopted at a regular meeting held on the 28th day of October 2025, by the City Council of the City of Sierra Madre, California, by the following vote:

AYES:
NOES
ABSTAIN:
ABSENT:

_____
Laura Aguilar, City

EXHIBIT A

2025 FIRE CODE & WILDLAND URBAN INTERFACE CODE FINDINGS

Pursuant to Section 13869.7 of the California Health and Safety Code, the report contained herein shall be the "Findings" document to support City of Sierra Madre Ordinance No. 1486 Under this adopting ordinance, specific amendments have been established which are more restrictive in nature than those sections adopted by the State of California (State Building Standards Code, and State Housing and Community Development Code) commonly referred to as Title 24 and Title 25 of the California Administrative Code.

The amendments to the 2025 California Fire Code and California Wildland Urban Interface Code have been recognized by the City of Sierra Madre. The amendments address the fire problem(s), concern(s), and future direction(s), by which the City can establish and maintain an environment which will afford an adequate level of fire and life safety protection to its citizens and guests.

Under the provisions of Section 13869.7 of the Health and Safety Code, local amendments shall be based on climatic, geographical, or topographical conditions. The "Findings" contained herein shall address each of these situations and shall present the local situation, which, either singularly, or in combination, cause the established amendments to be adopted.

SIERRA MADRE COMMUNITY PROFILE

The City of Sierra Madre was established in 1881. Sierra Madre encompasses an area of approximately 3.2 square miles at an elevation ranging from 700 to 800 feet above sea level. The residential population is approximately 10,800. The physical location of Sierra Madre is bordered by the city of Pasadena to the west, Arcadia to the south and east and the Angeles National Forest to the north.

The majority of Sierra Madre is residential housing, with a number of small businesses and light industrial, five elementary schools, a middle school, and six churches.

Based on this profile of Sierra Madre, the Sierra Madre Fire Department established certain requirements to increase the level of fire safety to the citizens and guests of Sierra Madre, as well as the buildings within its boundaries. The following points were established as factors, which caused concern to the Sierra Madre Fire Department, and are herein established and submitted as its "Findings:"

1. CLIMATIC

   Normal rainfall averages 15 inches annually. During the summer and fall months, temperatures average approximately 85 degrees and can exceed 100 degrees for a period of days. Dry winds remove the moisture from vegetation. During late summer and fall, winds can move a fire quickly across the foothills or through residential areas of Sierra Madre.

Because of periods of high temperatures, accompanied by low humidity and high winds each year. These conditions create an environment in which the Fire Department commits the majority of its fire fighting resources to the control and extinguishment of wildland fires. During such periods, the limited available firefighting resources may have great difficulty in controlling fires in structures with wood roofs and structures not having built-in fire protection.

2. GEOLOGICAL

Sierra Madre has within its boundaries active seismic hazards with respect to the San Andreas and Sierra Madre faults. While systems have been developed to study and monitor the activity of earthquakes, science has not yet been able to predict with reliability the potential for activity on these or on any other active fault.

While minor seismic activity within Sierra Madre occurs yearly without damage, the potential for severe damage does exist with these active faults, particularly with the Sierra Madre fault, which traverses the City.

The potential for earthquakes influences fire protection planning. A major seismic event would create a community-wide demand on fire protection services, which would be beyond the response capability of the Fire Department. This potential problem can be partially mitigated by requiring initial fire control through the installation of automatic fire protection systems.

Although the water system in Sierra Madre is rated Class 4 by the Insurance Services Offices, with the above noted hazard, it is possible that major fire flow requirements could be disrupted and automatic fire suppression systems requiring much less water would be the only means of extinguishment.

3. TOPOGRAPHICAL

The mountains that border the north of Sierra Madre create a beautiful backdrop, and at the same time, create a unique hazard. As one approaches the mountains, the elevation increases, and this lengthens the response time of emergency vehicles due to the increase in grade. Additionally, the steep, narrow canyons create narrow winding roads that also lengthen response times. The foothills have become prime sites for residential development because of their scenic beauty. These same scenic hills create barriers for accessibility by fire suppression forces.

The topographical layout of Sierra Madre's hillside areas creates hazardous conditions should a storm cause trees to fall and block roadways within Sierra Madre, again making accessibility difficult until properly cleared. These conditions have occurred in the past and have the potential to happen again.

During a fire, fire engines need to utilize the water from the many fire hydrants found in the canyons along these narrow roads. While using these hydrants, the access on the road is severely restricted. These conditions have occurred

in the past and have the potential to happen again. This potential problem can be partially mitigated by requiring new roads to have additional width to the roadway in the vicinity of fire hydrants.

Sierra Madre has areas that are in high fire hazard zones. As stated above, due to topography, access to structures in these fire hazard zones increases response time and delays fire suppression efforts. Extended response times allow fires to grow beyond the control of initial attack resources. Additionally, large structure fires in the hillside areas have a greater likelihood of starting wildland fires, which exposes additional structures to fire.

The value of the land in Sierra Madre is near the top in the County and maximum usage of the land is important to investors and developers. The multi-residential zones located within Sierra Madre encourage developers to seek maximum return on their investment. The most effective method of achieving this is to allow maximum density. This creates buildings that provide minimum required clearances between structures and maximum allowable height. This results in "barriers" that hinder fire-fighting operations, and restrict the movement of emergency personnel and equipment in the vicinity of the structure.

STATEMENT OF THE PROBLEM

The Fire Department is charged with the task of providing a reasonable degree of fire and life safety in Sierra Madre with minimum budget and staffing levels.

The City of Sierra Madre places a high value on protection of human life against hazards of fire. While smoke detectors are intended to give an early warning that allow occupants to escape or defend themselves from the hazard of fire, automatic sprinklers are meant to control or extinguish a developing fire to enable occupants to better escape. Sprinkler systems have been found to be highly effective systems for the protection of human life and should be used whenever feasible.

The water supply in Sierra Madre makes extensive use of automatic sprinkler systems feasible. Most of the City is ideally located below the 6 reservoirs, which supply the gravity flow water system with storage capacity in excess of 6 million gallons. Many of our fire service installations maintain static pressures in excess of 80 pounds per square inch. The City of Sierra Madre water distribution system is the major contributing factor toward the fire suppression capabilities of the Sierra Madre Fire Department. There are jurisdictions within the State, which have difficulty providing required water flows for automatic fire sprinkler systems, making the operation of such sprinkler systems less feasible than in the City of Sierra Madre.

The City of Sierra Madre is also subject to certain dangers, making the use of automatic sprinkler systems a more significant factor in fire suppression. The City of Sierra Madre is located in one of the most active earthquake fault systems in the United States. Major damage corresponding to magnitude 7 or higher earthquake can be expected. Severe seismic action would place extreme demands on the limited resources of our small fire department. Communications could be disrupted. Damage to gas and water mains is to be expected. As previously mentioned, the City

of Sierra Madre water system is the key to sprinkler supply. The City of Sierra Madre water system is constructed in a grid to reduce the effect of a single pipe or area of pipes breaking. Therefore, entire system failure due to earthquake is more unlikely than a partial failure. Automatic fire sprinkler systems will operate on much less pressure than normally available in Sierra Madre. Although sprinklers may only partially control a fire, this would be important in reducing the fire problem or delayed response that may be created by broken communications and obstructed access. Automatic fire sprinkler systems would therefore reduce demands on firefighting forces during emergency earthquake conditions.

The Sierra Madre Fire Department's first alarm assignment dependent on mutual aid companies from surrounding cities. Most jurisdictions consider three engine companies, two truck companies, a rescue squad/ambulance, and a Chief Officer to be a minimum for a single-family structure fire.

Because Sierra Madre's Fire Department staffing is dependent upon mutual aid companies from other cities, it is imperative that developers and builders provide built-in fire protection within buildings covered by the City of Sierra Madre Sprinkler Ordinance. Unless fires are kept in their incipient stages, which automatic fire sprinkler systems achieve, the fire department, as presently staffed and equipped cannot function effectively against large or numerous fires. Large or numerous fires necessitate the immediate call for mutual aid, which if available, will be delayed.

Additionally, due to the winding narrow roads that are found in our canyon areas, it is imperative that access on these roads be maintained at all times, especially during a fire when the fire hydrants are being used.

While the adoption of regulations may not prevent incidents of fire, the implementation of the various regulations and/or requirements will reduce the severity and potential loss of life and property in our community.

The serious concerns based on these "Findings", support the imposition of built-in fire protection requirements greater than those set forth in the International Building and Fire Codes. Additionally, Sierra Madre Ordinance No. 1486 will provide effective protection of the populace and property, and help reduce the ravages of fire.

The Sierra Madre Fire Department submits these "Findings" and requests acceptance of same as defined under Section 13869.7 of the State of California Health and Safety Code.

Prepared and submitted by:

Date October 1, 2025

Fire Chief Brent Bartlett,
Sierra Madre Fire Chief

411714.3

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

Sue Spears, City Treasurer

City of Sierra Madre
AGENDA REPORT

TO:	Honorable Mayor Parkhurst and Members of the City Council
FROM:	Clare Lin, Director of Planning & Community Preservation Sarkis Nazerian, Building Official
REVIEWED BY:	Michael Bruckner, City Manager
DATE:	October 14, 2025
SUBJECT:	**ORDINANCE NO. 1487 AMENDING THE MUNICIPAL CODE TO AMEND AND ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE WITH CERTAIN EXCEPTIONS, MODIFICATIONS AND ADDITIONS**

RECOMMENDATION

It is recommended that the City Council introduce for first reading by title only, recommending adoption of Ordinance No. 1487 pursuant to the 2025 California Building Standards Code amendments.

ALTERNATIVES

1. Introduce Ordinance No. 1487 of first reading by title only.

2. Direct staff to revise Ordinance No. 1487 and conduct first reading as amended by title only.

EXECUTIVE SUMMARY

The California Building Standards Code (Title 24, California Code of Regulations) serves as the basis for the design and construction of buildings in California. All parts of the Code are updated every three years with the goal of improved safety, sustainability, maintaining consistency, new technology and construction methods, and reliability.

On January 1, 2026, the updated California Building Code will become effective statewide. Subsequently, the City of Sierra Madre is required to adopt and enforce the same code. Currently, the City is enforcing the 2022 California Building Standards Code with local amendments.

Ordinance No. 1487 amends the Sierra Madre Municipal Code to adopt by reference the 2025 California Building Standards Code to meet State requirements. In accordance with AB130, local amendments will be limited to what is already existing in the municipal code and will be carried forward with the 2025 codes.

ANALYSIS

The following codes are mandated by the State of California Building Standards Commission Information Bulletin 25.01, for local adoption by January 1, 2026. Ordinance No. 1487 amends SMMC Chapters: 15.02, 15.04, 15.06, 15.08, 15.16, 15.20, 15.22, 15.26, 15.30, 15.34 and 15.36 as follows:

California Building Standards Code	SMMC Chapter
2025 Administrative Code	15.02
2025 California Building Code, Volumes 1 and 2	15.04
2025 California Residential Code	15.04, 15.06
2025 California Mechanical Code	15.04
2025 California Electrical Code	15.04
2025 California Plumbing Code	15.04
2025 California Historical Code	15.04
2025 California Fire Code	15.24*
2025 California Wildland-Urban Interface Code	15.25*
2025 California Existing Building Code	15.04
2025 California Green Building Standards Code	15.04, 15.30
2025 California Energy Code	15.04
2025 California Referenced Standards Code	15.04

* The 2025 California Fire Code and 2025 California Wildland-Urban Interface Code listed above will be introduced by the Fire Department in a separate staff report.

Sierra Madre Municipal Code currently adopts by reference each of the California Building Code Standards listed above under individual chapters of Title 15. Ordinance No. 1487 consolidates the adoption by reference of all California Building Code Standards under Section 15.04.010 and retains local amendments where applicable.

The State adopted the 2024 Editions of the International Codes as the basis for the 2025 California Codes. Likewise, the 2024 Editions of the Uniform Mechanical and Plumbing Codes developed by the International Association of Plumbing and Mechanical Officials serve as the basis for the 2025 California Plumbing and Mechanical Codes. The 2023 Edition of the National Electrical Code developed by the National Fire Protection Association are the basis of the corresponding 2025 Edition of the California Electrical Code.

The California Residential Code (CRC) will address the structural and life safety aspects of one- and two-family dwellings and townhouses not more than three stories. Electrical, plumbing, and mechanical conditions will still be addressed by the appropriate California Code Books.

The California Green Building Standards Code addresses such conditions as site development, water savings, recycling, and material selection. In addition, issues such as moisture control, interior and exterior air quality and compliance with California Title 24 requirements as addressed. Environmental quality issues of concern involve the use of materials that produce volatile organic compounds such as composite wood products, paints, adhesives, and carpets.

The proposed amendments are added to existing chapters of Title 15 of the Sierra Madre Municipal Code by adding provisions of the 2025 California Code of Regulations.

The City established a Demolition Permits procedure under Sierra Madre Municipal Code Section 15.04.115, which amends Section 105.7 of the California Building Code. Established in 2001 under Ordinance No. 1142, the municipal code maintained a thirty-day waiting period on the issuance of a demolition permit beginning on the date an application is made to the City. Since the adoption of the 2022 California Code Regulations, a number of state laws were passed that limit the timeline for which a "post-entitlement" permit, such as a demolition permit, shall be issued to 15 business days. Therefore, additional amendments to municipal code section 15.04.115 are recommended to eliminate the thirty-day waiting period for demolition permits and to modify the provisions for demolitions of historic structures consistently with appeals procedures regulated under the Zoning Code.

ENVIRONMENTAL (CEQA)

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 the Ordinance may have a significant effect on the environment, because it will enforce the California Building Standards Code (Title 24 California Code of Regulations) that serve as the basis for the design and construction of buildings in California to improve safety, sustainability, maintaining consistency, new technology and construction methods, and reliability.

STRATEGIC PLAN CORRELATION

Adoption of Ordinance No. 1487 is directly aligned with the **City's Strategic Plan Goal 2: Public Safety – Objective 2.3 (Environmental Management & Code Enforcement).** By adopting and enforcing the 2025 California Building Standards Code with local amendments, the City ensures that construction and development within Sierra Madre meet the highest standards of safety, consistency, and sustainability. This action strengthens public safety, promotes responsible growth management, and ensures compliance with state-mandated building practices.

The ordinance also advances **Goal 1: Organizational Sustainability – Objective 1.2 (Fiscal Stability & Long-Range Planning),** by maintaining alignment with statewide regulatory frameworks and reducing future liability exposure through consistent code enforcement.

FINANCIAL REVIEW/SOURCE OF FUNDING

There is no impact to the General Fund. Staff costs associated with preparation and implementation of the ordinance are absorbed within the existing Planning and Community Preservation Department budget. Future costs related to enforcement will continue to be offset by plan review and permit fees collected through the City's Fiscal Year 2025/2026 Fee Schedule. No new funding sources are required.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. This item has been noticed though the regular agenda notification process. Notice of the hearing was published consistent with the requirements of Government Code Sections 65090 and 50022.2, including publication of a summary notice of public hearing in the local adjudicated newspaper. Copies of this report are available at the City Hall public counter, at the Sierra Madre Public Library, and can be accessed on the City's website at SierraMadreCA.gov.

Attachments

Attachment 1: City Council Ordinance No. 1487 - 2025 California Building Standards Code Adoption

Exhibit A: Sierra Madre Building Department 2025 Building Code Findings

ORDINANCE NO. 1487

AN ORDINANCE OF THE CITY OF SIERRA MADRE AMENDING VARIOUS CHAPTERS OF TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE SIERRA MADRE MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODES WITH CERTAIN EXCEPTIONS, MODIFICATIONS, AND ADDITIONS

WHEREAS, the City Council of the City of Sierra Madre does hereby find that there is a need to enforce the most current editions of the California Building Standards Code, with the local amendments recited herein for regulating and controlling the design, erection, construction, enlargement, installation, alteration, repair, relocation, removal, use, occupancy, demolition, conversion, height, area, location, maintenance, and quality of materials of all buildings and structures and plumbing, mechanical, electrical and fire suppression systems and certain equipment's within the City;

WHEREAS, pursuant to sections 17922, 17958, 17958.5, and 17958.7 of the California Health & Safety Code, the City may adopt the provisions of the Building, Residential, Green Building Standards, Energy, Referenced Standards Plumbing, Mechanical and Electric Codes, with certain amendments to the provisions of the codes which are reasonably necessary to protect the health, wealth and safety of citizens of Sierra Madre because of local climatic, geological and topographical conditions;

WHEREAS, the City Council of the City of Sierra Madre made the factual findings outlined in Exhibit 1 attached hereto relating to the amendments to the uniform codes recited herein in accordance with Health & Safety Code section 18941.5; and

WHEREAS, the City Council does hereby further find that the southern California region, which includes the City, is within a very active seismic area and local soil conditions can be highly expansive and subject to local topographic considerations including extensive hillside construction that is prone to erosion.

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

SECTION 1. Amendment. Chapter 15.02 (Administrative Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows:

Chapter 15.02 - ADMINISTRATION

15.02.010 – Adoption and Filing

Except as herein provided by specific changes, the administrative, organizational and enforcement for the technical codes which regulate the site preparation, construction, alteration, moving, demolition, repair, use and occupancy of buildings, structures and building service equipment within the city shall be in accordance with the provisions and in the manner prescribed in the administrative provisions of each part of the 2025 California Building Standards Code.

15.02.012 – Building Code Designation.

This ordinance shall be known and cited as the City of Sierra Madre Building Code for Building Construction Regulation and will be referred to herein as this Code.

15.02.014 – Creation of Enforcement Agency.

There has been established heretofore in this jurisdiction a code enforcement agency entitled, the Planning and Community Preservation Department which appoints a Building Official who shall be authorized to enforce the provisions of this code.

15.02.020 - Appeals procedure.

Whenever the building official disapproves an application or refuses to grant a permit applied for, or renders a decision regarding the suitability of alternate materials or methods of construction, the applicant may appeal from the decision of the building official. All appeals must be filed with the city clerk within 30 days of the date of the building official's written decision. An appeal shall be accompanied by a filing fee in an amount determined from time to time by city council resolution. A hearing shall be held within 60 days of the filing of the appeal, with notice of the appeal provided by the city clerk.

15.02.030 - Board of appeals.

In order to hear appeals, there shall be and there is hereby created a board of appeals, composed of the city council or its designees. Appellate review under this chapter shall be de novo, and the board of appeals shall consider all pertinent materials, including all documents constituting the administrative record. The board of appeals shall render a decision within thirty days of a hearing date. The city clerk shall mail notice of the board of appeal's decision to the appellant within five business days after the date of the decision.

The city clerk shall be the secretary to the Board. The Board may adopt reasonable rules and regulations for conducting its investigations and shall

render all its decisions and findings on contested matters, in writing to the building official, with a duplicate copy thereof to any appellant or contestant affected by any such decision of findings, and may recommend to the City Council such new legislation, if any, as is consistent therewith.

The City Council may prescribe by resolution, to employ at the cost and expense of the City, such qualified individuals as the council, in its discretion, may deem reasonably necessary in order to assist it in its investigation and in making its findings and decisions.

15.02.040 – Violations

It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish, equip, use, occupy, or maintain, any building or structure in the City, or cause same to be done, contrary to or in violation of any of the provisions of this chapter. Any person, firm, or corporation violating any of the provisions of this Ordinance, shall be deemed guilty of a misdemeanor, and each such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this Ordinance is committed, continued, or permitted, and upon conviction of any such violation such persons shall be punished by a fine of not more than one thousand dollars ($1,000) or double the permit fee whichever is greater or by imprisonment for not more than one (1) year, or by both such fine and imprisonment.

In addition to the above penalty provisions, violation of any of the provisions of this chapter may be subject to the administrative proceedings set forth in Chapter 1.18 of this code.

SECTION 2. Amendment. Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows:

Chapter 15.04 - BUILDING CODE AND PERMITS

15.04.010 - Adoption of the 2025 California Building Standards Code.

California Building Codes adopted. California code of Regulation Title 24 Parts 1 through 12 consisting of the 2025 California Administrative Code; 2025 California Building Code Volume 1 and 2 with all Appendix Chapters based on the 2024 International Building Code as published by the International Code Council ; 2025 California Residential Code with all Appendix Chapters based on the 2024 International Residential Code as published by the International Code Council ; 2025 California Electrical Code based on the 2023 National Electrical Code as published by the National Fire Protection Association; 2025 California Mechanical Code based on the 2024 Uniform Mechanical Code as published by the International Association of Plumbing and Mechanical

Officials; 2025 California Plumbing Code based on the 2024 Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials; 2025 California Green Building Standards Code; 2025 California Historical Building Code; 2025 California Existing Building Code based on the 2024 International Existing Building Code as published by the International Code Council; 2025 California Referenced Standards Code; 2025 California Fire Code; 2025 California Wildland-Urban Interface Code based on the 2024 International Wildland-Urban Interface Code. The provisions of these construction codes as amended by this chapter shall constitute the building regulations of the city of Sierra Madre.

One copy of all the above codes and standards therefore are on file in the office of the city clerk pursuant to Health and Safety Code Section 18942(d) and are made available for public inspection.

15.04.025 – Fees

The Council shall by resolution adopt a schedule of fees for the permits issued pursuant hereto.

15.04.050 Tents and canopies.

The following provisions shall apply:

A. It is unlawful for any person, firm or corporation to erect, put in place or maintain in place, within any portion of the city, any tent, tent-house, canvas-house or structure constructed of canvas, cloth, or other fabric; any canopy or canopy structure constructed of canvas, cloth or other fabric or material within a distance of one hundred feet from the front property line of any lot or subdivision of land within the city, or within twenty feet of any dwelling, house, building or other structure.

B. Exceptions. The provisions of this chapter shall not apply as follows:

    1. Decorative canopies and awnings constructed as a component or feature of an overall architectural design pursuant to the provisions of Section 17.36.040.

    2. Picnic umbrellas not in excess of ten feet in diameter.

    3. Temporary Tents and Canopies. Temporary tents and canopies, of any size, may be erected in any location on a parcel or lot for a period that is not in excess of three days. Such tent and/or canopy may not be re-erected until a minimum ninety-day period has elapsed.

    4. Temporary tents and canopies as permitted pursuant to the provisions of Chapter 5.16 (Temporary Use Permits).

5. Tents and canopies may be permitted for eligible restaurants with patio space under the Outdoor Dining Program.

15.04.060 Applicability of subdivision ordinance.

No building permit shall be issued with respect to the construction of any building or structure on any parcels of land which have been subdivided, split or otherwise separated in ownership since January 1, 1956, unless such subdivision, division, split or other such separation in ownership has complied in full with all of the regulations and requirements concerning subdivision in this code.

15.04.070 Stormwater retention.

A. New development, after January 1, 2010, must incorporate design elements for:

   1. Prevention of stormwater runoff onto pavements and other non-permeable areas;

   2. Stormwater retention and reuse for irrigation of landscaped areas; and

   3. Rooftop designs, rain gutters, and other stormwater retention designs that can be directed towards landscaped areas and thereby reuse the stormwater.

B. The building department is authorized to withhold, deny or grant conditional approval to any application for a building permit which involves:

   1. Construction upon, destruction of or curtailment in the capacity of storm drain facilities installed under and by virtue of Title 17 of this Code;

   2. Construction, excavation or fill which changes the grade of the natural slope of the surface of any lot or lots so that the water drainage thereon is changed to run onto a different location or in greater quantity or at an accelerated rate, or in a way that creates a hazard to the public health, safety or property. The decision of the building inspector shall be based upon the recommendation of the city engineer concerning the continued necessity of such drainage installations or of reasonable substitutes therefor.

15.04.080 Temporary structure permits.

Temporary structure permits involving the construction of a residential structure upon an R-1 lot, upon which there is then located an existing dwelling unit or involving the relocation of a residential structure upon a residential lot upon which there is then located an existing dwelling unit, shall be issued by the building inspector only upon the condition that the applicant file a surety bond in the amount recommended by the city engineer guaranteeing the removal of such existing house within thirty days after occupancy of the dwelling unit to be so constructed or relocated. In the event that any applicant feels that the imposition

of such condition is an unnecessary hardship, or if it is intended to use the existing dwelling unit as an accessory building to the new dwelling unit, then such applicant may appeal the imposition of such condition to the city council, and the decision of the city council shall be final.

15.04.090 - Amendment to Section 1505 Roofs—Fire Classifications.

The 2025 California Building Code Section is amended to add the following to Section 1505:

A. Any building alteration, replacement, or repair, which does not exceed twenty-five percent of the area of the existing roof, over the life of the structure, may use existing like materials on said roof.

B Any building alteration, replacement, or repair, which exceeds fifty percent of the area of the existing roof, over the life of the structure, shall be made with fire retardant covering as specified in the California Building Code.

C. Any building alteration, replacement, or repair, which exceeds fifty percent of the area of the existing roof, over the life of the structure, shall be made with fire retardant covering as specified in the 2025 California Building Code.

D. Any building addition, which does not exceed twenty-five percent of the area of the existing roof, over the life of the structure, may use existing like material on the roof addition, and any alteration, replacement, or repairs to the existing roof, required by such addition may also use existing like materials.

E. Any building addition, which exceeds twenty-five percent of the area of the existing roof, over the life of the structure, shall be made with fire retardant covering as specified in the 2025 California Building Code, and any alterations, replacements, or repairs to the existing roof, required by such addition, shall also be made with such fire retardant roof covering.

F. Wood roofs shall not be considered a Class A covering regardless of the rating of an assembly.

15.04.100 - Amendment—Section 202—Additions, alterations or repairs.

A. The following is added to the end of Section 202 of the 2025 California Building Code:

The phrase "additions, alterations, and repairs" as used in this section, and all subsections thereof, shall not be construed to apply to the remodeling of an existing building to provide new facades or other aesthetic embellishments or

accouterments which do not modify the structural support or members of such building.

Buildings or structures to which additions, alterations, or repairs are made shall comply with all requirements of this code for new facilities except as specifically provided in this section. See section 907 of the Building Code for provisions requiring installation of smoke detectors in existing Group R, Division 3 Occupancies.

15.04.112 – Construction Site Fencing.

Whenever a building permit is issued to construct, add or alter a building or site, the installation of perimeter temporary fencing shall be required.

The installation of temporary fencing shall be required for the following projects:

1. A project involving grading, trenching or excavation activities.
2. The construction area is visible from the public right-of-way with the exception of roof replacement and window change-outs with no framing work.
3. There is outside storage of building materials, equipment, construction materials or equipment stored at the front of the property.
4. The property is vacant during the duration of the construction.
5. As determined by the Building Official.

The Building Official shall require the site to be temporarily fenced and screened on all sides for the duration of the construction project. The height of the fence shall be seventy-two inches (72) high with gates to access the site. The screening material shall be tightly secured to the fencing, free of holes and without advertising. The perimeter fencing may be removed when there are no remaining exterior construction activities visible from the public right-of-way and there is no longer visible outside storage of building materials, equipment or fixtures, or as determined by the Building Official. An address sign shall be installed and be visible from public right of way at all perimeter points to include the street name and number of the site using minimum six-inch high letters and numbers, and shall be posted at the top of the perimeter fence or at least five feet from the ground. A "No Trespassing" sign, conforming to the requirements of California Penal Code, Section 602, shall be installed at all perimeter access points, posted at the top of the perimeter fence or at least five feet from the ground.

15.04.115 - Section 105.7 Demolition Permits.

The following is added to Section 105 of the 2025 California Building Code.

Section 105.7 Demolition Permits.

A. No permit for the demolition of all or any substantial portion of any building in the city shall be issued for a period of thirty days after such application is made. For the purposes of this chapter, demolition shall be considered the alteration, reconstruction, or elimination of 50% or more, of the floor area or monetary value. Projects that involve less than 50% of the alteration, reconstruction, or elimination of the floor area or monetary value may still be subject to requirements of Chapter 8.13 and/or 12.20 of this code.

B. Within 10 days of the application, the applicant should submit a mitigation plan for vermin, noise, dust, asbestos, salvage, trash removal, air pollution, historic preservation, and neighborhood peace and enjoyment. Failure to submit such mitigation report may be grounds for denying such permit.

C. Prior to the release of the demolition permit, the applicant shall demonstrate that notification of, and compliance with, requirements established by the following:

1. South Coast Air Quality Management District (AQMD);
2. Electricity provider;
3. Natural gas provider; and
4. City Department of Public Works.

D. Prior to the issuance of a demolition permit, the applicant shall file (in general terms) his/her intended reuse of the property with planning and community preservation department. Such plan shall indicate the intended use and condition of the property after the demolition of structures requested within the demolition permit is concluded.

E. The filing of any notice or report, as called for herein, is not intended to vest any discretion (under CEQA or otherwise) in the building official to deny such application. Instead, such permit shall be issued unless such issuance is contrary to any law or regulation applicable at that date.

F. To the extent, if any, that this Section 115 differs from the 2025 California Building Code (CBC), the city council finds that there are conditions unique to this city that justify such change, including high fire danger, steep hillsides, vermin infestation, wildlife and asbestos levels. The issuance of a demolition permit shall be considered a ministerial duty under the provisions of CEQA Section 15268 except for historical and unique archeological resources as outlined in CEQA Section 15064.5. If the demolition permit is for a historic structure, a cultural resources report shall be prepared at the property owner's expense.

G. Demolitions of Historic Structure.

1. If (i) a building or structure deemed eligible for landmark status, (ii) a building or structure listed or deemed eligible for listing in the National Register of Historic Places, or (iii) a building or structure listed or deemed eligible for listing in the California Register of Historical Resources, or if any cultural resource determined to have historic significance, is demolished without a permit:

a) The violator shall within one year completely rebuild the demolished structure to pre-existing condition and shall submit a surety bond that shall be in amount equal to the replacement value as calculated by the department of planning and community preservation;

b) The city may rebuild it within said one-year period placing the costs thereof as a lien on the property which shall indemnify the city against all costs so incurred and all liabilities arising there from; or

c) No building or construction related permits shall be issued, and no permits or use of the property shall be allowed, from the date of demolition for a specified time period, as follows: for five years, if the structure was listed or deemed eligible for listing on the local, state, or Federal Registry of Historic Resources. In addition, for a historic structure, a cultural resources report shall be prepared at the property owner's expense. For the purposes of this section, the demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition. The owner shall have the burden of proving a different date if one is claimed. Such waiting period shall be for the purpose of consideration of rebuilding, relocation, grants, etc., for replacement.

2. The director of planning and community preservation shall cause notice to be served by mail on the person shown as the owner on the rolls of the tax assessor and on any other person known to have an interest in the property, as soon as practicable after having knowledge that the provisions of this section are applicable to property. The date the city first had actual knowledge of the demolition shall be stated in the notice.

3. A determination made under this section may be appealed by the property owner in accordance with Section 17.60.115.

15.04.117 - Works Exempt from Permit:

A permit may be required for items exempted from building permit requirements under Chapter 1 Division II Section 105.2 and Section R105.2. Exempted work shall not violate any provisions of this Code, Federal, State, Local laws, or regulations.

All walls, retaining walls, and fences regardless of type or height shall require a building permit.

15.04.118 - Amendment—Section 903 Automatic Fire Sprinklers.

The following sections within section 903 of the 2025 California Building Code, entitled, "Automatic Sprinkler Systems" are revised to provide as follows:

903.2.1.1 Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies in accordance with Code section 15.24.120.

903.2.1.2 Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies in accordance with Code section 15.24.120.

903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies in accordance with Code section 15.24.120.

903.2.1.4 Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies in accordance with Code section 15.24.120.

903.2.1.5 Group A-5. An automatic sprinkler system shall be provided for Group A-5 occupancies in the following areas: concession stands, retail areas, press boxes, and other accessory use areas in accordance with Code section 15.24.120.

903.2.2 Group B. An automatic sprinkler system shall be provided throughout all buildings containing a Group B occupancy in accordance with Code section 15.24.120.

903.2.3 Group E. An automatic sprinkler system shall be provided throughout all buildings containing a Group E occupancy in accordance with Code section 15.24.120. (exception: For public school state-funded construction projects see Section 903.2.19)

903.2.4 Group F-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy in accordance with Code section 15.24.120.

903.2.5 Group H. Automatic sprinkler systems shall be provided in high-hazard occupancies as required in Sections 903.2.5.1 through 903.2.5.3.

903.2.5.1 General. An automatic sprinkler system shall be installed in Group H occupancies in accordance with Code section 15.24.120.

903.2.6 Group I. An automatic sprinkler system shall be provided throughout buildings with a Group I in accordance with Code section 15.24.120.

903.2.7 Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy in accordance with Code section 15.24.120.

903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area and in accordance with Code section 15.24.110.

903.2.9 Group S-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 in accordance with Code section 15.24.120.

903.2.9.1 Repair garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with Code section 15.24.120.

903.2.9.2 Bulk storage of tires. Buildings and structures with an area for the storage of tires shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1.

903.2.10 Group S-2. An automatic sprinkler system shall be provided throughout buildings classified as enclosed parking garages in accordance with Section 406.6 of the California Building Code or where located beneath other groups.

903.2.10.1 Commercial parking garages. An automatic sprinkler system shall be provided throughout buildings used for storage of commercial motor vehicles in accordance with Code section 15.24.120.

15.04.130 - Permit for landscape project.

A. A written permit shall be obtained from the department of public works prior to development of landscapes as specified in Section 15.60.030.
B. The director of public works shall issue a permit if the applicant has submitted the landscape documentation package as required by Section 15.60.040 and the landscape project satisfies the requirements set out in Chapter 15.60 of this title.

C. The permit fee for landscape project shall be established by resolution of the city council, and shall be based on the estimated cost of reviewing the landscape documentation package and issuing the permit.

SECTION 3. Amendment. Chapter 15.06 (California Residential Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows:

Chapter 15.06 - CALIFORNIA RESIDENTIAL CODE

15.06.040 - Amendment—Townhouse automatic fire sprinkler systems.

Section R309.1 of the California 2025 Residential Code is amended to provide as follows:

"An automatic residential fire sprinkler system shall be installed in townhouses in accordance with accordance with Sierra Madre Municipal code Chapter 15.24"

15.06.050 - Amendment—One- and two-family dwellings automatic fire systems.

The following is added to the end of Section R309.2 of the 2025 California Residential Code:

"An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings in accordance with accordance with Sierra Madre Municipal code Chapter 15.24."

15.06.060 - Amendment—Required sprinkler locations, exception 4.

Section R309.3.1.1, of the California 2025 Residential Code exception 4 is amended to read as follows:

"Detached garages and carports in accordance with Sierra Madre Municipal code Chapter 15.24."

15.06.070 - Water flow detector alarm.

A new section R309.3.5 of the California 2025 Residential Code is added to the Residential code and shall be entitled "Water flow detector alarm." That section shall provide:

"Water supply."

"The flow of one sprinkler shall activate a water flow detector alarm that shall be audible on the exterior of the building."

SECTION 4. Deletion. Chapters 15.08 (California Mechanical Code), 15.16 (California Electrical Code), 15.20 (California Plumbing Code), and 15.22 (California Historical Building Code), 15.26 (Existing Building Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code are deleted in their entirety.

SECTION 5. Amendment. Chapter 15.30 (Green Building Standards Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows:

15.30.040 - Water metering for multi-family dwellings.

The 2013 California Green Buildings Standards Code is hereby amended by adopting the requirement that all multi-family dwellings constructed after January 1, 2016, shall be equipped with an individual water meter for each unit, with each meter being assigned a separate water account with the city. This requirement applies to all R-2, R-3-13, R-3-20, and R-3-30 structures as defined in Municipal Code Chapters 17.24, 17.28, and 17.29 respectively.

SECTION 6. Deletion. Chapters 15.34 (California Energy Code) and 15.36 (Referenced Standards Code) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code are deleted in their entirety.

SECTION 7. **Repeal of Conflicting Ordinances.** All existing ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or the California Fire Code adopted are hereby repealed.

SECTION 8. References in Documents and Continuing Legal Effect. References to prior versions of the California Fire Code, or of the Sierra Madre Municipal Code that are amended or renumbered in this Municipal Code, that are cited on notices issued by the City or other documents of ongoing or continuing legal effect, including resolutions adopting or imposing fees or charges, until converted, are deemed to be references to the new counterpart 2025 Fire Code, 2025 Wildland Urban Interface Code, or amended Municipal Code sections for the purposes of notice and enforcement. The provisions adopted hereby shall not in any manner affect deposits, established fees or other matters of record which refer to, or are otherwise connected with, ordinances which are specifically designated by number, code section or otherwise, but such references shall be deemed to apply to the corresponding provisions set forth in the code sections adopted or amended hereby.

SECTION 9. Continuity. To the extent the provisions of this Ordinance are substantially the same as previous provisions of the Sierra Madre Municipal Code, these provisions shall be construed as continuations of those provisions and not as amendments of the earlier provisions.

SECTION 10. No Effect on Enforceability. The repeal of any sections of the Municipal Code, shall not affect or impair any act done, or right vested or approved, or any proceeding, suit or prosecution had or commenced in any cause before such repeal shall take effect; but every such act, vested right, proceeding, suit, or prosecution shall remain in full force and effect for all purposes as if the applicable provisions of the Municipal Code, or part thereof, had remained in force and effect. No offense committed and no liability, penalty, or forfeiture, either civil or criminal, incurred prior to the repeal or alteration of any applicable provision of the 2022 Code as amended, shall be discharged or affected by such repeal or alteration but prosecutions and suits for such offenses, liabilities, penalties or forfeitures shall be instituted and proceed in all respects as if the applicable provisions of the 2022 Code, as amended, had not been repealed or altered.

SECTION 11. Supplementary of Existing Law. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent.

SECTION 12. Modifications to California Fire Code. All inconsistencies between the Municipal Fire Code, as adopted by this ordinance, and Parts 7 & 9 of Title 24 the California Code of Regulations are changes, modifications, amendments, additions or deletions thereto authorized by California Health and Safety Code Sections 17858 and 17858.7.

SECTION 13. Findings. The City Council hereby adopts the findings attached hereto as Exhibit 1 by this reference fully incorporated herein and made in accordance with Health & Safety Code section 18941.5.

SECTION 14. Severability. Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

SECTION 15. Effective Date. Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption, or January 1, 2026, whichever is later.

SECTION 16. **Records.** Pursuant to Government Code Section 40801, proof of certification and publication shall be entered in the book of Ordinances of the City Council.

SECTION 17. CEQA. This Ordinance has been determined to be exempt from the California Environmental Quality Act pursuant to State Guidelines §15061 (b) (3) as a project that has no potential for causing a significant effect on the environment.

SECTION 18. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Ordinance by the City Council.

SECTION 19. Filing with State. The City Clerk shall file a certified copy of this Ordinance with the California Building Standards Commission.

PASSED, APPROVED AND ADOPTED, this 28th day of October, 2025

_____
Robert Parkhurst, Mayor

I HEREBY CERTIFY that the foregoing Ordinance was introduced by first reading on the 14th day of October, 2025, and duly adopted at a regular meeting held on the 28th day of October 2025, by the City Council of the City of Sierra Madre, California, by the following vote:

AYES:
NOES
ABSTAIN:
ABSENT:

_____
Laura Aguilar, City

SIERRA MADRE BUILDING DEPARTMENT

2025 BUILDING CODE FINDINGS

This report contains the "Findings" to support this ordinance to amend the California Building Standards Code. Each of the proposed amendments to the non-administrative provisions of the building standards code are based on local climatic, geologic, and topographical conditions and cause the new code to be more restrictive in nature than the underlying California Building Standards Code.

The amendments address the building problem(s), concern(s), and future direction(s), by which the City can establish and maintain an environment which will afford an adequate level of building and life safety protection to its citizens and guests.

Section 1 of this Exhibit sets forth the various finding.

Section 2 of this Exhibit explains which findings apply to which amendments.

Section 1. General Findings

The following findings apply in the City of Sierra Madre, and explain why the changes to the Building Standards Code are necessary because of climatic, geological, and/or topographical condition is in the city.

A. Climatic Conditions

1. Normal rainfall averages 15 inches annually. During the summer and fall months, temperatures average approximately 85 degrees and can exceed 100 degrees for a period of days. Dry winds remove the moisture from vegetation. During late summer and fall, winds can move a fire quickly across the foothills or through residential areas of Sierra Madre. Winter rains often cause floods and the threat of damage due to water runoff.

B. Geologic Conditions

1. The beautiful mountains that border the north of Sierra Madre create a unique hazard. The foothills have become prime sites for residential development because of their scenic beauty. The steep, narrow canyons create narrow winding roads that lengthen response time of emergency vehicles due to the increase in grade. Also, due to the hills and mountainous terrain, it is difficult to ensure proper fence and wall heights and footing depths without requiring inspections and permits.

2. The city is a densely populated area having buildings and structures over and near major fault systems capable of producing major earthquakes. Thus there are proposed modifications to emphasize designs with seismic-force-resisting elements.

C. Topographic Conditions

1. The topographic element of this report is associated closely with the geologic element noted above. While the geologic features create the topographic conditions, the areas of findings in this Section are, for the most part, a result of the construction and design of Sierra Madre.

2. Sierra Madre has areas that are in high fire hazard zones. As stated above, due to topography, access to structures in these fire hazard zones increases response time and delays fire suppression efforts. Extended response times allow fires to grow beyond the control of initial attack resources. Additionally, large structure fires in the hillside areas have a greater likelihood of starting wild land fires, which exposes additional structures to fire.

3. Clarification of the design parameters for projects subject to the Building Code is necessary to assure that appropriate development is constructed in accordance with the scope and objectives of the International Building Code, as applied in the city of Sierra Madre.

D. Administrative

1. These amendments are necessary for administrative clarification and do not modify any building standards. They establish standards to effectively enforce building standards and therefore need to be incorporated into the code to assure that new building and structures and additions or alteration to existing buildings or structures are designed and constructed in accordance with the scope and objectives of the California Building Standards Code.

Section 2 – Which Findings Apply to Which Amendments

The following amendments to the 2025 Edition of the California Building Standards Code are found reasonably necessary based on the climatic, geologic, and/or topographic conditions cited in Section 1 of this Exhibit:

California Building Code Sections	Applicable Findings
202	C-3
109.4	D-1
105.2	B-1, D-1
Section 1505	A-1; B-1; C-1; C-2

2025 California Residential Code	Applicable Findings
R105.2	B-1, D-1
R309.1	A-1, B-1, C-2
R309.2	A-1, B-1, C-2
R309.3.1.1 exception 4	A-1, B-1, C-2
R309.3.5	A-1, B-1, C-2

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

Sue Spears, City Treasurer

City of Sierra Madre
AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Katelyn Huang, Assistant Planner Clare Lin, Director of Planning and Community Preservation
REVIEWED BY:	Michael Bruckner, City Manager
DATE:	October 14, 2025
SUBJECT:	**RESOLUTION 25-58 APPROVING AND AUTHORIZING THE CITY'S PARTICIPATION IN THE PERMANENT LOCAL HOUSING ALLOCATION PROGRAM**

RECOMMENDATION

It is recommended that the City Council adopt Resolution 25-58 to allocate and authorize the City's participation in the Year 5 Permanent Local Housing Allocation (PLHA) Program, and authorize the City Manager to enter contract with Los Angeles County Development Authority

ALTERNATIVES

The City Council may:

1. Adopt Resolution 25-58, allocating and authorizing the City's participation in the Year 5 Permanent Local Housing Allocation (PLHA) Program; or
2. Decline to adopt Resolution 25-58; or
3. Direct staff to return with additional information.

EXECUTIVE SUMMARY

In 2024, the City Council adopted Resolution 24-05 establishing the Minor Home Rehabilitation Program, which provides CDBG funded grants to eligible low- and moderate-income senior homeowners for home repairs and accessibility upgrades that support ageing in place. The program has continued successfully through FY 2025-2026, completing five projects to date, with additional applications in progress. For FY 2025-2026, the City has been allocated $18,579 in Year 5 Permanent Local Housing Allocation (PLHA) funds, which staff proposes to dedicate to the Senior Residential Rehabilitation Program once CDBG funds are fully expended. Use of PLHA funds will ensure the program's continuity and allow the City to extend assistance to additional income-qualified seniors.

ANALYSIS

On January 9, 2024, the City Council adopted Resolution 24-05 establishing the Minor Home Rehabilitation Program for FY 2023-2024. The program provides grants to eligible low- and moderate-income senior residents of Sierra Madre for essential home improvements that support ageing in place. Since its adoption, the program has continued successfully into FY 2025-2026.

The City's 2021–2029 6th Cycle Housing Element identifies the Minor Home Rehabilitation Program as a key strategy to preserve existing housing stock for lower-income seniors. Recognizing that many of Sierra Madre's older homes are occupied by seniors who may face challenges in maintaining their properties, the City began the Senior Residential Rehabilitation Program under the Minor Home Rehabilitation Program to meet Community Development Block Grant (CDBG) elibility requirements and allocates grant funds to support the program. Eligible senior homeowners earning less than 80% of the Area Median Income (AMI) may receive grants of up to $17,255 for home repairs and accessibility upgrades. Typical improvements include wheelchair ramps, handrails, grab bars, tub-to-shower conversions, roof repairs, plumbing repairs, and window replacement. With Sierra Madre's sizable senior population – approximately one-quarter of whom are lower income – the program plays an important role in promoting housing stability, safety, and quality of life for seniors.

> ***2021-2029 Objective:*** *Develop program guidelines for a Minor Home Rehabilitation Program utilizing CDBG funds. Conduct outreach through the Sierra Madre Senior Center, the Senior Commission, the City newsletter and City Hall website. Seek to assist six extremely low, very low and low income households annually, for a total of 48 during the planning period.*

For FY 2025-2026, the City's total CDBG appropriation of $205,205 allows grants for approximately ten seniors. To date, five projects have been completed, and the program continues to receive active interest from residents. To ensure the program's continuity beyond the use of CDBG funds, the State's Permanent Local Housing Allocation (PLHA) program provides an additional source of funding to address unmet housing needs. For Year 5, the City has been allocated an estimated $18,579 in PLHA funds, which staff proposes dedicating to the Senior Residential Rehabilitation Program once all available CDBG funds have been expended.

The PLHA program was established by the State of California through SB-2 (Building Homes and Jobs Act of 2017) to expand affordable housing opportunities, support affordable owner-occupied rehabilitation, assist persons at risk of homelessness, facilitate housing affordability, and help jurisdictions meet their regional housing needs allocations. Once LACDA receives the Year 5 allocation from the State Department of Housing and Community Development (HCD), the City will be required to enter into a contract with LACDA setting forth the funding conditions, program requirements, and regulatory obligations.

STRATEGIC PLAN CORRELATION

The proposed allocation of Permanent Local Housing Allocation (PLHA) funds supports the City's 2025–2026 Strategic Plan in the following ways:

- **Goal 1: Organizational Sustainability – Objective 1.2 (Fiscal Stability & Long-Range Planning):** Leveraging PLHA funds alongside Community Development Block

Grant (CDBG) resources advances long-term financial sustainability by diversifying external funding and reducing reliance on the General Fund.

- **Goal 3: Infrastructure & Growth Management – Objective 3.2 (Design Standards & Housing Readiness):** Directing PLHA resources to the Senior Residential Rehabilitation Program preserves existing housing stock, supports Housing Element objectives, and enhances the City's readiness to meet community housing needs.

- **Goal 2: Public Safety – Objective 2.3 (Environmental Management & Code Enforcement):** Rehabilitation improvements such as accessibility upgrades, roof repairs, and plumbing work promote safe, code-compliant housing conditions and improve quality of life for senior residents.

Participation in the PLHA program strengthens fiscal stability, preserves housing for vulnerable populations, and contributes to community safety and resilience in alignment with the City's adopted Strategic Plan.

FINANCIAL REVIEW/SOURCE OF FUNDING

There is no impact to the General Fund. The Permanent Local Housing Allocation (PLHA) program provides annual formula allocations from the State of California to eligible jurisdictions for the purpose of expanding affordable housing opportunities and supporting housing preservation initiatives. For FY 2025–2026, the City has been awarded a Year 5 allocation of $18,579 in PLHA funds.

These funds will be used to supplement the City's Senior Residential Rehabilitation Program once all available Community Development Block Grant (CDBG) funds for the fiscal year are fully expended. The PLHA allocation will therefore function as a secondary funding stream, ensuring program continuity and allowing the City to assist additional low- and moderate-income senior homeowners in completing essential home safety and accessibility improvements.

The City's CDBG allocation of $205,205 for FY 2025–2026 is sufficient to fund approximately ten senior rehabilitation projects. The PLHA funds will provide additional capacity for further eligible projects, helping the City meet its Housing Element goals and respond to ongoing demand for senior home rehabilitation assistance.

The PLHA allocation will be received through the Los Angeles County Development Authority (LACDA), following execution of the funding agreement, and must be used in compliance with all program regulations and reporting requirements established by the California Department of Housing and Community Development (HCD).

ENVIRONMENTAL IMPACT (CEQA)

The proposed resolution pertaining to the allocation of the City's participation in the Permanent Local Housing Allocation (PLHA) Program and budget does not constitute a "project" as defined in the California Environmental Quality Act (CEQA), and is therefore exempt from environmental review.

PUBLIC NOTICE

This item has been noticed for a thirty (30)-day public review and comment period from

September 9, 2025 to October 9, 2025, a required for the PLHA Program, and through the regular agenda notification process. Copies of this report can be accessed on the City's website at: sierramadreca.gov/MHRP.

ATTACHMENTS

Attachment A:	City Council Resolution No. 25-58
Attachment B:	PLHA 30-day Public Notice
Attachment C:	Letter of Intent
Attachment D:	PLHA Program Exhibit A

CITY COUNCIL RESOLUTION NO. 25-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, APPROVING THE CITY'S PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM BY AUTHORIZING THE MAYOR, OR THEIR DESIGNEE, TO SIGN A REIMBURSABLE CONTRACT FOR THIS PROGRAM FROM THE COUNTY OF LOS ANGELES

WHEREAS, the Permanent Local Housing Allocation Program (PLHA) was established by the State of California through SB 2 (Building Homes and Jobs Act of 2017) to provide ongoing funding to cities and counties for affordable housing opportunities, support affordable owner-occupied rehabilitation, assist persons at risk of homelessness, facilitate housing affordability, and help jurisdictions meet their regional housing needs allocations; and

WHEREAS, the City of Sierra Madre desires to participate in Los Angeles Urban County PLHA Program for Year 5; and

WHEREAS, the City of Sierra Madre has received notification of the availability of PLHA funds in the amount of $18,579 for Year 5; and

WHEREAS, the City proposes to allocate these funds to the Senior Residential Rehabilitation Program, which assists income-qualified senior homeowners with minor home repairs and accessibility improvements; and

WHEREAS, the City has provided notice of the public hearing for a thirty (30)-day public review and comment period from September 9, 2025 to October 9, 2025, as required for the Permanent Local Housing Allocation Program; and

WHEREAS, the City Council has conducted a public hearing, with the required prior noticing, to provide the public an opportunity to comment on the programs proposed for the use of PLHA Year 5 funds; and

WHEREAS, the City authorizes the execution of a Reimbursable Contract with the County of Los Angeles in order to receive said PLHA funds.

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

SECTION 1: The City Council approves the following programs to be implemented using PLHA funds for Year 5.

1. Senior Residential Rehabilitation Program - $18,579

The City proposes to use PLHA funds to cover administrative consultant costs and provide loans to income-qualified senior homeowners for minor home repairs. Eligible senior homeowners of single-family residences may receive assistance in an amount up to $17,255 for approved improvements.

SECTION 2: The City Council authorizes the City Manager, or their designee, to execute and submit any and all documents necessary for participation in the Los Angeles Urban County PLHA Program on behalf of the City for Year 5. Further, the City Council authorizes City Staff to adjust the Program budget as necessary throughout implementation of the PLHA Program for Year 5. This includes, but is not limited to, allocating amounts on a per project basis, adjusting project budgets, implementing a new or cancelling existing activities, to allow for the timely expenditure of PLHA funds.

PASSED, APPROVED, AND ADOPTED on the 14th of October 2025.

_____
Robert Parkhurst, Mayor

ATTEST:

_____
Laura Aguilar, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was introduced and duly adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 14th day of October 2025, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Laura Aguilar, City Clerk

ATTACHMENT B

PUBLIC NOTICE

CITY OF SIERRA MADRE THIRTY (30) DAY PUBLIC NOTICE

CONSIDERATION OF A RESOLUTION APPROVING AND AUTHORIZING THE CITY'S PARTICIPATION IN THE PERMANENT LOCAL HOUSING ALLOCATION PROGRAM

NOTICE IS HEREBY given that on October 14, 2025, the City Council of the City of Sierra Madre will conduct a public hearing to consider the adoption of Permanent Local Housing Allocation (PLHA) program funds. This Permanent Local Housing Allocation (PLHA) Program amendment is available for a 30-day public review and comment period from September 9, 2025 to October 9, 2025.

Any interested persons wishing to submit written comments during the public review and comment period may email or mail them, postmarked no later than October 9, 2025 to the following:

City of Sierra Madre
Planning and Community Preservation Department
232 West Sierra Madre Blvd.
Sierra Madre, CA 91024
Attention: Katelyn Huang, Assistant Planner, or at
publiccomment@sierramadreca.gov

The City Council meeting will take place in the City Council Chambers of the City Hall, located at 232 West Sierra Madre Boulevard, Sierra Madre, CA 91024.

The PLHA Program was established by the state to provide a source of funding for cities and counties to help meet the unmet need by increasing the supply of affordable housing, increasing assistance to affordable owner-occupied workforce housing, assisting persons experiencing or at risk of homelessness, facilitating housing affordability; and promoting projects and programs to meet the local government's unmet share of regional housing needs allocation. The Year 5 PLHA program funds for the City of Sierra Madre are estimated to be $18,579. The City's PLHA activities to be funded may include:

Senior Residential Rehabilitation Program Proposed $18,579

The proposed budget for the recommended activities will be considered at the meeting. The approved PLHA activities and accompanying budget will be submitted to the LACDA for inclusion in its application to California Department of Housing and Community Development (HCD). Persons attending the meeting will be furnished with the amount of Year 5 PLHA funds expected to be available to the City. Any interested persons wishing to provide input on the City's proposed Year 5 PLHA programs may submit written comments to the Comments will be received through October 9, 2025.

Laura Aguilar
City Clerk
Posted Date: September 9, 2025

ATTACHMENT C

City of Sierra Madre

Planning & Community Preservation Department
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024
phone 626.355.7138 www.sierramadreca.gov

September 4, 2025

Ms. Linda Jenkins
Director
Community Development Division
Los Angeles County Development Authority
700 W. Main Street
Alhambra, CA 91801

Subject: Letter of Intent

Dear Ms. Jenkins:

The City of Sierra Madre is planning to allocate $18,579 in Permanent Local Housing Allocation (PLHA) Program Year 2025 funds for the following project:

- Senior Residential Rehabilitation Program - $18,579

The City proposes to use PLHA funds to cover administrative consultant costs and provide grants to low- and moderate-income senior homeowners. Eligible senior homeowners of single-family residences may receive an assistant amount up to of $17,255 for approved improvements. These funds will complement and expand our existing CDBG Senior Residential Rehabilitation Program, supporting seniors in maintaining and rehabilitate their homes to safely age in place.

Please contact me at (626) 255-7135 ext. 401and by email via clin@sierramadreca.gov if any additional information is needed.

Sincerely,

Clare Lin, Director
Planning and Community Preservation

cc: Michael Bruckner, City Manager
Jennifer Maria, CDBG Consultant

PERMANENT LOCAL HOUSING ALLOCATION PROGRAM EXHIBIT A INPUT FORM

1. ACTIVITY:

(a) Project Title:	Senior Residential Rehabilitation Program

(b) Beginning Date:	11/1/2025	**Ending:**	6/30/2029

2. OPERATING AGENCY:

(a) Agency Name:	City of Sierra Madre

(b) Agency Address:	232 West Sierra Madre Blvd., Sierra Madre, CA 91024

(c) Contact Information:

Name:	Clare Lin
Title:	Director of Planning and Community Preservation
Telephone Number:	626-355-7135 ext. 401
E-mail Address:	clin@sierramadreca.gov

3. PROJECT ADMINISTRATION:

Clare Lin, Director of Planning and Community Preservation
Katelyn Huang, Assistant Planner

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

(626) 355-7138 (office)

4. CONTRACTED SERVICES/SUBRECIPIENTS: (Describe duties to be performed.)

Jennifer Maria, CDBG Consultant, Willdan Engineering performing under an existing procurement process and contract agreement for existing CDBG program.
The contracted services includes administrative, construction as well as engineering services.

5. ACTIVITY ELIGIBILITY SUMMARY: Select Activity and Sub-Activity:

☐ **Multifamily Rental Housing**
☐ Acquisition ☐ Predevelopment ☐ Development
☐ Rehabilitation ☐ Preservation ☐ Operating Subsidies

☐ **Affordable Rental, Ownership, and ADU Housing**
☐ Acquisition ☐ Predevelopment ☐ Development
▣ Rehabilitation ☐ Preservation

☐ **Matching Funds to Regional Housing Trust Funds**

☐ **Housing for Homeless**
☐ Rapid Rehousing ☐ Rental Assistance ☐ Supportive Case Management
☐ Operating Costs for Navigating Centers ☐ Capital Costs for Navigation Centers
☐ Operating Costs for Emergency Shelters ☐ New Construction
☐ Rehabilitation ☐ Preservation

☐ **Homeownership Opportunities Assistance**

(b) Estimated Number of Accomplishments:	1
(c) Performance Indicator: [1]	☐ Units ▣ Households

6. ACTIVITY SUMMARY:

(a) Provide a detailed description of the activity to be implemented within the overall project. The summary should provide sufficient detail (who, what, when, where) to permit a clear understanding of the nature, beneficiaries, and eligibility of the activity.

Minor home rehabilitation projects for low- and moderate-income senior residents in the City of Sierra Madre. This program would provide integral home improvements, including modifications to improve accessibility and mobility.

(b) Will this project involve construction expenses of $1,000 or more? ▣ **Yes** ☐ **No**

7. ACTIVITY SERVICE AREA INFORMATION:

(a) Service Area (Select the method by which you will define your service area):

▣ *Citywide* ☐ *Countywide* ☐ *Districtwide*
☐ *Other - Please describe, i.e. San Gabriel Valley, Unincorporated South Whittier*

(b) Site Address/Type/Census Tract:

Site Address	Type (Choose one only.)	Census Tract(s)

	☐ Construction Site ☐ Service Facility	
	☐ Construction Site ☐ Service Facility	
	☐ Construction Site ☐ Service Facility	
	☐ Construction Site ☐ Service Facility	
	☐ Construction Site ☐ Service Facility	

8. ACTIVITY BUDGET SUMMARY: (The Operating Agency understands that no expenditures may be incurred before the contract has been fully executed.)

Budget by Cost Category	Total
Personnel	$
Non-Personnel	$
Capital Outlays	$
Administration	$
TOTAL:	$

9. ACTIVITY LEVERAGED FUNDING SOURCES:

Source	Amount
	$
	$
	$
	$

Source	Amount
	$
	$
	$
TOTAL:	$

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10. IMPLEMENTATION SCHEDULE: (For predevelopment, construction, acquisition, rehabilitation, or preservation activities only.)

Milestone	Target Date (Month-Day-Year)	Comments
Phase 1:		
Phase 2:		
Phase 3:		
Phase 4:		
Phase 5:		

Phase 6:		
Phase 7: Construction Completed		
Phase 8: Post Construction/Labor File Review		

11. COMMENTS: If necessary, attach any additional information which you believe will assist in evaluating your project's eligibility.

EXHIBIT A INPUT FORM INSTRUCTIONS

(1) ACTIVITY

(a) Project Title:

Each project is given an activity title that gives a clear indication of the overall nature of the activity (e.g., "Walnut Park Division Project - First District"). Do not exceed 60 characters.

(b) Funding Period:

Each activity must be given a funding period. For each Program Year, no projects may start, or incur costs, earlier than the contract execution date and no later than 90-days prior to the Program Year deadline. Except for certain predevelopment costs, any costs incurred outside of the contract term must be disallowed.

(2) OPERATING AGENCY

(a) Agency Name: Identify the Operating Agency of the proposed activity described in this Exhibit A Input Form.

(b) Agency Address: Identify the Agency's mailing address.

(c) Contact Information

- **Contact Name:** Identify the name of the Division's contact person. This contact person should be able to answer questions related to the project and the related contract that may develop from this Exhibit A Input Form. This person could be the Grants Manager, Division Budget Analyst, or Project Manager.
- **Title:** Identify the title of the contact person.
- **Telephone Number:** Identify the area code and telephone number of the contact person.
- **E-mail Address:** Identify the contact person's e-mail address.

(3) PROJECT ADMINISTRATION

Identify the entity administering the project. Include the name(s) and title(s) of the project manager(s), and the address and phone number for the Agency administering the project, if other than a LACDA Project Manager.

(4) CONTRACTED SERVICES/SUBRECIPIENTS

List the name(s) of the individuals, firms, or subrecipients providing contracted services as part of the project. Describe the duties to be performed under the contract or agreement, and indicate whether the individual, firm or agency has already been selected.

- Contracted services include legal counsel, bookkeeping, construction, as well as architectural and engineering services and must be obtained through a procurement process.
- Subrecipient agencies include public or private non-profit entities providing services such as youth or senior programs.

(5) ACTIVITY ELIGIBILITY SUMMARY

(a) Select Activity and Sub-Activity: Indicate proposed project activity and budget. You may select more than one activity for each funding year.

(b) Expected Accomplishments:

Based on the the performance indicator, provide the specific accomplishments your Agency expects to achieve by the end of the contract period using PLHA funds only. Remember that the selection of the correct performance indicator at the inception of a project is very important because it identifies the nature of the activity to be undertaken. The Performance Indicator that is selected is then used as a tool to measure the performance of a funded project. The goal may include the number of households assisted housing units made available because of this funding.

(c) Performance Indicator:
Identify the performance indicator that most correctly corresponds to the activity. The performance indicator may include number of units or households assisted.

(6) ACTIVITY SUMMARY:

(a) Detailed Description: Provide a detailed description of the activity to be implemented within the overall project. The summary should provide sufficient detail (who, what, when, where) to permit a clear understanding of the nature, beneficiaries, and eligibility of the activity.

The description must clearly describe what PLHA funds will pay for and indicate whether a subrecipient, consultant, or staff will undertake the implementation of the activity. Please include a line-item level listing of proposed expenditures. For example, "Funds will be used for travel, space costs, consultant services", etc. For equipment purchases exceeding $300 per unit, please specify the equipment to be purchased (e.g., a copier, facsimile machine, computer, etc.). Also, include proposed accomplishments for leveraged funding (e.g., Other specific public funds, Tax Credits, Bond Fees, Other Private, etc.).

(b) Will this project involve construction expenses of $1,000 or more? ☒ **Yes** ☐ **No**

(7) ACTIVITY SERVICE AREA INFORMATION
(a) Service Area: Identify the service area for the proposed project. Please note that we will utilize Census 2000 data as found in Map Locator.

(b) Site Address/Type/Census Tracts: Indicate the address of the site(s). Indicate if it is a construction or a service facility. Indicate what census tract(s) it is in (if construction) or the census tracts it serves (if a facility).

(8) ACTIVITY BUDGET SUMMARY
Budget: Indicate budgeted amounts by Cost Category: Personnel, Non-Personnel, Capital Outlays, and Administration.

In developing your construction activity (if applicable), consider whether State prevailing wage requirements apply to the activity. In general, State prevailing wage applies to construction projects with expenses of $1,000 or more.

Please complete an Exhibit A form for each Activity and Sub-Activity. It will be considered on a project-by project basis if these may be combined into a single project that will be completed during the same contract term using the same Program Year funding.

(9) ACTIVITY LEVERAGED FUNDING SOURCES
Indicate the type and amount of leveraged funds to be used for this activity. Please note that PLHA funds are **not** to be included in this Section. ***Leveraged funds are project funds in addition to PLHA funds.***

(10) IMPLEMENTATION SCHEDULE
For activities that **involve housing development and facility projects only,** provide target dates (month-date-year) that correspond to identified milestones with regard to the completion of the activity. Activity schedule should correspond with the Expenditure deadlines assigned to each funding Year.

(11) COMMENTS: Please ***provide*** any additional comments which you believe will assist LACDA staff in evaluating this project's eligibility.

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

Sue Spears, City Treasurer

City of Sierra Madre
AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Michael Bruckner, City Manager

DATE: October 14, 2025

SUBJECT: **REPORT, DISCUSSION, AND DIRECTION REGARDING A MEMORANDUM OF UNDERSTANDING WITH PUSD FOR CROSSING GUARD SERVICES**

STAFF RECOMMENDATION

It is recommended that the City Council authorize and direct the City Manager to enter into a memorandum of understanding for a 50/50 cost sharing arrangement with Pasadena Unified School District (PUSD) for crossing guard services.

ALTERNATIVES

The City Council may provide additional direction to the City Manager related to this item.

EXECUTIVE SUMMARY

On October 6, 2025, City Manager Bruckner and Police Chief Barrientos participated in a meeting with representatives from PUSD in response to the City Council's direction to discuss a memorandum of understanding (MOU) between the City and the school district for crossing guard services at Sierra Madre Elementary and Sierra Madre Middle School.

Prior to the meeting, the City provided PUSD with a quote from All City Management Services (ACMS) for two crossing guards—one at each school—with an estimated annual cost of $54,000.

During the meeting, the City Manager shared that the City has been contacted by concerned parents and community members regarding the lack of crossing guards at

intersections previously staffed by PUSD personnel. Additional information was provided regarding City efforts related to streetscape improvements, including crosswalk striping, LED stop sign installation, enhanced enforcement activities, and tree and brush clearance. PUSD staff were also advised that the City is in the process of acquiring a police motorcycle to further support traffic safety operations in school zone areas.

PUSD staff expressed appreciation to the City for its ongoing efforts to enhance driver awareness and school safety, and requested time to discuss the City's request with district leadership. Subsequently, on October 8, 2025, the City was advised by PUSD that they have identified funding to enter into a 50/50 cost-sharing arrangement for crossing guard services.

Therefore, it is recommended that the City Council authorize and direct the City Manager to enter into a memorandum of understanding for a 50/50 cost sharing arrangement with Pasadena Unified School District for crossing guard services.

ENVIRONMENTAL(CEQA)

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

STRATEGIC PLAN CORRELATION

This item aligns with the City's Strategic Goal of Community Safety, ensuring safe pedestrian access to schools and reducing neighborhood traffic concerns.

PUBLIC NOTICE PROCESS

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

FISCAL IMPACT

The cost for crossing guard services was not included in the FY 2026 adopted General Fund budget and, therefore, a supplemental budget appropriation will be requested during the mid-year budget review for the pro-rated amount of crossing guard services for the remainder of the current school year. Future years funding will be subject to the annual budget appropriation process.