

**\*\* Revised \*\***



# CITY OF SIERRA MADRE

## CITY COUNCIL REGULAR MEETING AGENDA

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

**Tuesday, April 28, 2026, 5:30 PM**

**City Council Chambers, 232 W. Sierra Madre Blvd.**

### **AMERICANS WITH DISABILITIES ACT**

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 355-7135. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

### **PUBLIC COMMENT & ACCESS**

The Brown Act provides the public with an opportunity to make public comments at any public meeting. As an alternative, public comment may be submitted by e-mail to [publiccomment@sierramadrecal.gov](mailto:publiccomment@sierramadrecal.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.

A copy of the posted agenda and a live video stream of the meeting can be found on the City's website at [sierramadrecal.gov](http://sierramadrecal.gov), on Foothills Media website at [foothillsmidia.org/sierramadre](http://foothillsmidia.org/sierramadre), and broadcast on Government Access Channel 3 (Spectrum).

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

### **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.

#### **1. CALL TO ORDER**

#### **2. PLEDGE OF ALLEGIANCE AND INSPIRATION**

##### **A. Council Member Garcia**

### **3. ROLL CALL OF CITY COUNCIL MEMBERS**

Kristine Lowe, Mayor

Gene Goss, Mayor Pro Tem

Edward Garcia, Council Member

Kelly Kriebs, Council Member

Robert Parkhurst, Council Member

### **4. REPORT FROM CITY ATTORNEY REGARDING CLOSED SESSION**

#### **A. Conference with Labor Negotiator**

Pursuant to Government Code 54957.6

City Negotiator: City Manager

Unrepresented Employee: City Attorney

#### **B. Conference with Real Property Negotiator**

Pursuant to Government Code 54956.8

Property: 487 Woodland Drive., Sierra Madre, CA 91024

City Negotiator: Michael Bruckner, City Manager

Negotiating Party: Tabitha Joiner

Under Negotiation: Terms of Payment

### **5. SUPPLEMENTAL INFORMATION FROM CITY CLERK REGARDING AGENDA ITEMS**

### **6. REPORTS FROM MAYOR AND CITY COUNCIL (including reports from City Council related to meetings attended at City expense per AB 1234)**

### **7. REPORTS FROM CITY STAFF**

### **8. PRESENTATIONS**

#### **A. Armenian Genocide Remembrance Day**

### **9. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk prior to the start of the meeting. Speakers are generally limited to three (3) minutes per person and time may not be delegated; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted 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.

## 10. PUBLIC HEARING

Any person wishing to speak before the City Council on a public hearing item is asked to complete a Speaker Card noting the agenda item number and provide it to the City Clerk prior to the start of the public hearing. Separate and apart from the applicant (who may speak longer in the discretion of the City Council) speakers are generally limited to three (3) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the City Council is prohibited from discussing or acting on any item not listed on the posted agenda. The applicant may additionally submit rebuttal comments, at the discretion of the City Council.

### A. Report on Vacancies, Recruitment, and Retention Efforts in Compliance with Assembly Bill 2561

Recommendation: Receive and File

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

### B. Resolution No. 26-31 Tentative Parcel Map (TPM 25-01): Request to Subdivide an Existing Property Located at 444 N. Lima Street into Three Parcels

Recommendation: Approve

CEQA Project, exempt under: Class 15 (Minor Land Division)

## 11. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the City Council requests that a specific item be removed from the Consent Calendar for separate discussion and action.

### A. Special Meeting Minutes from the April 14, 2026 Closed Session

Recommendation: Approve

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

### B. Regular Meeting Minutes from the April 14, 2026 City Council meeting

Recommendation: Approve

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

### C. Resolution No. 26-32 Approval of Warrants for Payment

Recommendation: Adopt

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

### D. First Amendment to the Professional Services Agreement with Hong Tam for Structural Engineering Plan Check Services

Recommendation: Approve

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

- E. **Second Reading of Ordinance No. 1491 Amending Chapters 10.04 (Definitions), 10.08 (Traffic Regulations), and 10.12 (Administration & Enforcement) of Title 10 (Vehicles & Traffic) and amending Section 12.24.040 (Traffic Regulations) of Chapter 12.24 (Public Parks & Recreation Centers) of Title 12 (Streets, Sidewalks, and Public Places) of the Sierra Madre Municipal Code**

Recommendation: Adopt

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities

## 12. DISCUSSION ITEMS

- A. **Professional Services Agreement with Nobel Systems, Inc. for GIS/Asset Management Software and Support Services in an Amount Not to Exceed \$253,334**

Recommendation: Approve

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

- B. **Approval of a Master Lease Agreement with Enterprise Fleet Management for Municipal Fleet Vehicle Replacement and Maintenance Services**

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities

- C. **Annual AB 481 Military Equipment Report and Renewal of Ordinance No. 1456 Military Equipment Use Policy**

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities

## 13. ITEMS FOR FUTURE AGENDAS

## 14. ADJOURNMENT

The City Council will adjourn to its next regular meeting on May 12, 2026.

*Date Posted: April 23, 2026*



# CITY OF SIERRA MADRE

## STAFF REPORT

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### HUMAN RESOURCES

**DATE:** April 28, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Miguel Hernandez, Assistant City Manager  
By: Joseph Nosrat, Human Resources Technician

**SUBJECT:** **Report on Vacancies, Recruitment, and Retention Efforts in Compliance with Assembly Bill 2561**

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#### **RECOMMENDATION**

It is recommended that the City Council receive and file this annual report on recruitment and vacancy rates in compliance with Assembly Bill 2561 and Government Code section 3502.3

#### **SUMMARY**

On September 22, 2024, Governor Newsom signed Assembly Bill 2561 into law to amend the Meyers-Milias-Brown Act by adding Government Code section 3502.3, effective January 1, 2025, and create a new obligation for public agencies to address the status of their vacancies during a public hearing at least once each fiscal year and, when applicable, before adoption of the City final budget.

The California Legislature found that vacancies are a significant problem in the public sector that negatively affects the delivery of public service and employee retention and AB 2561 aims to promote transparency and encourage proactive strategies to maintain adequate staffing levels. In response, and as required by law, the City of Sierra Madre must hold an annual public hearing at least once per fiscal year to present its vacancy data and recruitment and retention efforts.

#### **DISCUSSION & ANALYSIS**

Pursuant to AB 2561, the City must allow the recognized employee organizations for bargaining units Classified Employees Association, Sierra Madre Police Association, and Sierra Madre Professional Firefighters Association to make a presentation at the hearing. Human Resources has provided each association a notice of the public hearing and their right to present information.

If the vacancy rate within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City is required to provide additional information during the hearing upon request from the recognized employee organization for that unit. The vacancy data shall include the total number of job vacancies, the total number of applicants for vacant positions within that bargaining unit, the average number of days to complete the hiring process from when a position is posted and opportunities to improve compensation and working conditions. During the public hearing, the City must also identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles. Staff has not identified any necessary changes to policies and procedures that may present obstacles in the current hiring process.

Over the past year, the City has successfully hired a series of key positions and has made continual improvements to its hiring framework, including updates to personnel rules and job descriptions, competitive compensation adjustments, enhanced benefits, flexible work schedules, and upgraded facilities and technology. The data presented in this report reflects the workforce status as of April 14, 2026. The following data summarizes the City's current budgeted positions, vacancy rates, recruitment activities and retention efforts for Fiscal Year 2025-26.

<b>Budgeted Positions</b>	<ul style="list-style-type: none"> <li>• 91 Full-Time</li> <li>• Part-Time Hours: 20,080 (Increased 920 hours from FY 2024-25)</li> </ul>
<b>Vacant Full-Time Positions</b>	<ul style="list-style-type: none"> <li>• Administrative Analyst (1)</li> <li>• Police Sergeant (1)</li> <li>• Police Dispatcher (2)</li> </ul>
<b>Bargaining Unit Vacancy Rates</b>	<ul style="list-style-type: none"> <li>• Classified Employees Association: 0% (No Vacancies)</li> <li>• Sierra Madre Police Association: 13% (3 Vacancies)</li> <li>• Sierra Madre Professional Firefighters Association: 0% (No Vacancies)</li> </ul> <p><i>No bargaining unit currently exceeds a 20% vacancy rate.</i></p>
<b>Recruitment Activity</b>	<ul style="list-style-type: none"> <li>• 9 total job postings this FY: Full-Time (8), Part-Time (1)(excludes commissioners)</li> <li>• Number of positions filled (hired or promoted): 13 Hired, 1 Promoted</li> </ul>

It is important to note that these figures do not include retirements, involuntary separations, or temporary employees and the City is on track to fill the vacancies listed in this report by July 2026 as all recruitments have candidates in the process for hire.

**STRATEGIC PLAN RELATIONSHIP**

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

- Operational Efficiency & Resilience: By systematically tracking vacancies and identifying any procedural gaps in recruitment, the City ensures positions are filled promptly, reducing service interruptions and building organizational resilience when staffing pressures arise.

- Workforce Development & Succession Planning: Transparent reporting on recruitment efforts supports proactive leadership development.
- Employee Retention & Sustainability: Continuous refinement of hiring policies, competitive compensation, benefits enhancements, alternative work schedules, and wellness initiatives reinforces our commitment to retaining talent and sustaining a healthy workplace culture.
- Proactive Community Engagement & Future-Ready Services: Holding a public hearing and inviting feedback not only satisfies AB 2561 but also embodies our goal of engaging residents in City operations. This openness fosters trust and ensures that as we innovate—through technology upgrades or workspace improvements—we remain aligned with community expectations for responsive, forward-looking services.

### **ENVIRONMENTAL ANALYSIS**

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

### **FISCAL IMPACT**

There is no immediate fiscal impact associated with receiving and filing this status update. Staff will continue efforts to filling the remaining vacancies, and any future budget impacts associated with compensation, recruitment, or classification actions will be presented to the City Council separately.

Approved by:



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Michael Bruckner  
City Manager



# CITY OF SIERRA MADRE

## STAFF REPORT

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### PLANNING & COMMUNITY PRESERVATION

**DATE:** April 28, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Clare Lin, Director of Planning & Community Services  
By: Katelyn Huang, Assistant Planner

**SUBJECT:** **Resolution No. 26-31 Tentative Parcel Map (TPM 25-01): Request to Subdivide an Existing Property Located at 444 N. Lima Street into Three Parcels**

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#### **RECOMMENDATION**

It is recommended that the City Council conduct a Public Hearing, consider all pertinent testimony, and adopt City Council Resolution No. 26-31 to conditionally approve the application for Tentative Parcel Map No. 84764 (TPM 25-01).

#### **SUMMARY**

The applicant, Dahl Architects, Inc., requests approval of Tentative Parcel Map 25-01 to subdivide an existing 30,872-square-foot single-family residential property at 444 N. Lima Street into three parcels with a shared driveway. On April 16, 2026, the Planning Commission adopted Resolution 26-05 (Attachment 2), recommending that the City Council approve Tentative Parcel Map 25-01. It is recommended that the City Council adopt Resolution No. 26-31 (Attachment 1), thereby approving Tentative Parcel Map 25-01.

#### **BACKGROUND**

A.	Date of Application	September 24, 2025
B.	Applicant	Dahl Architects, Inc.
C.	Property Owner	Steve Riboli
D.	Location	444 N. Lima Street
E.	Zoning Designation	Single Family Residential (R-1)
F.	General Plan Designation	Residential Low Density (RL)
G.	Environmental Status	Categorical Exemption from CEQA per Section 15315 (Minor Land Divisions)

H.	Public Notices	The public hearing was advertised in accordance with the SMMC and State Law
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Location and Setting

The project site is located at 444 N. Lima Street, south of Carter Avenue and north of Grand View Avenue. The subject parcel measures 30,872 square feet and is located in the R-1 (Single-Family Residential) zone. The minimum lot size in the R-1 zone is 7,500 square feet pursuant to SMMC Section 17.20.080(A). The subject property has a General Plan Land Use Designation of R-L (Residential Low Density). Additionally, all adjacent properties are zoned R-1.



As of the date of the application, the existing lot is improved with a single story, 1,378-square-foot single-family residence was constructed 77 years ago in 1948. On March 17, 2026, a Historic Resource Evaluation Report was prepared by Sapphos Environmental Inc., and determined that the property is not eligible for designation as a Historic Landmark, as identified in Chapter 17.82(A) and 17.82(B) of the Sierra Madre Municipal Code. The Historic Resource Evaluation Report is included herein as Attachment 3.

**DISCUSSION & ANALYSIS**

The proposed project is a Tentative Parcel map to subdivide the existing property into three single-family parcels with a shared driveway in the R-1 zone. Parcel 1 will have a lot area of 10,276 square feet, Parcel 2 will have a lot area of 10,293 square feet, and Parcel 3 will have a lot area of 10,303 square feet, all of which exceed the minimum 7,500-square-foot lot area required in the R-1 zone pursuant to SMMC 17.20.080. The total frontage of Parcel 1 is 100 feet, including 15 feet dedicated to a shared driveway; consistent with SMMC 17.20.100(A)(1), all three proposed parcels provide a minimum lot width of at least 70 feet at a point 25 feet from the front property line. Access to each lot will be provided via a shared driveway that is no less than 15 feet in width and widens to a maximum of 24 feet, which will serve the three single-family lots. Copy of tentative parcel map no. 84764 is included herein as Attachment 5.

Parcel 2 is currently developed with a one-story single-family residence constructed in 1948, which is not identified as a historic resource; the applicant proposes to demolish the existing structure and construct a new two-story single-family residence with an attached two-car garage following approval of the parcel map. Future development of Parcels 1 and 3, as well as redevelopment of Parcel 2, will be required to comply with all applicable R-1 development regulations, including setbacks, height, and floor area limits, and will be subject to separate discretionary entitlements review consistent with the Subdivision Map Act and the municipal code. Conditions of approval will require recordation of the parcel map, dedication of necessary easements, and submission of all necessary applications for design review, grading, and construction prior to issuance of building permits.

There are a total of seven protected trees on the project site, consisting of California/Coast Live Oak (*Quercus agrifolia*) and Western Sycamore (*Platanus racemosa*), which are recognized native protected species under local tree preservation regulations. The applicant proposes removal of two protected trees, identified as Tree #1 and Tree #2 in the arborist report prepared by Flintridge Tree Care dated March 3, 2026 (Attachment 4), and retention of Trees #3 through #7 on site. According to the report, Tree #1 is reduced to a remaining 20-foot trunk due to storm damage that eliminated the entire limb structure and is therefore recommended for removal and replacement planting, while Tree #2 exhibits symptoms of root rot and is recommended for removal to prevent further decline and potential spread of disease. Trees #3–#7 are recommended to remain, subject to implementation of tree protection measures during demolition and construction, which will be incorporated as conditions of approval and required with future construction plans and submittals. Based on the arborist report and determined that, with adherence to the specified protection measures and conditions, the proposed demolition and construction activities are expected to result in minimal impacts to the remaining protected trees.

Pursuant to Sierra Madre Municipal Code Section 16.12.070, any action taken by the Planning Commission shall be supported by the findings required in Sections 66474 of the California Government Code. Pursuant to Sierra Madre Municipal Code Section 16.12.070, the tentative parcel map shall be denied if any of the following findings are made by the City Council:

**A. That the proposed map is not consistent with applicable general and specific plans.**

The proposed map is consistent with applicable general and specific plans in that the subject property has a General Plan Land Use Designation of RL (Residential Low Density). The tentative parcel map will maintain the existing pattern of Sierra Madre's neighborhoods characterized by single-family dwellings and is consistent with the objectives and development standards of the R-1 zone, which implement the goals and policies of the General Plan.

**B. That the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans.**

The design and improvement of the proposed subdivision is consistent with the applicable general and specific plans in that the proposed improvements are consistent with general plan designation of RL (Residential Low Density). The proposed subdivision will establish three parcels, each to be developed with a single-family residence, in a manner that complies with applicable standards for density, lot size, setbacks, and related R-1 development regulations.

**C. That the site is not physically suitable for the type of development.**

The site is physically suitable for subdivision into three parcels, each developed with a single-family residence in that the existing lot is currently used for residential purposes and the proposed subdivision complies with the minimum lot size, width, and frontage standards of SMMC 17.20.100. TThe existing residence proposed for demolition has not been identified as a historic resource. Following approval of the Tentative Parcel Map, each parcel will be improved with a single-family residence and a two-car garage, with vehicular access provided by a shared driveway ranging in width from approximately 15 to 24 feet extending from the frontage of Parcel 1 to the rear of Parcel 3. The net increase in dwelling units is not anticipated to significantly affect parking demand because each lot will include an enclosed two-car garage that meets applicable parking requirements.

**D. That the site is not physically suitable for the proposed density of development.**

The site is physically suitable for the proposed density and type of development because the subdivision will create three lots, each developed with one single-family residence and a two-car garage, consistent with the City's standards for single-family development in the R-1 zone and not resulting in an increase in allowable residential density for this property.

**E. That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.**

The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat in that the proposed subdivision involves property that is currently developed with single-family residential uses, therefore it will not create new types of development that could affect wildlife habitat. Protected tree species regulated by the Sierra Madre Municipal Code will be preserved on the site with the exception of two trees (one Coast Live Oak and one Western Sycamore) identified for removal due to poor health, with removal to be mitigated through replacement and protection measures. There are no fish habitats on the subject property, and the site is located within an established R-1 neighborhood surrounded by existing residential development.

**F. That the design of the subdivision or type of improvements is likely to cause serious public health problems.**

The design of the subdivision is not likely to cause serious public health problems in that the proposed subdivision will only affect ownership of existing uses, and will not create new types of development that could create public health problems. The proposed building siting will maintain appropriate separation from residential structures on adjoining properties, and all future improvements will be subject to the requirements and conditions of the Public Works and Planning and Community Preservation Departments, which are intended to protect public health, safety, and welfare.

**G. That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.**

The subdivision will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision because access for each parcel will be provided via the proposed shared driveway and does not require public access easements. The subject property does not contain any existing public access easements, and the proposed subdivision will neither create the need for nor conflict with any such easements. A private shared driveway easement and associated maintenance agreement will be established among the parcels, but this will be a private arrangement and will not create or affect any public access rights.

**STRATEGIC PLAN RELATIONSHIP**

This item is not directly correlated to the goals and objectives in the Strategic Plan.

**ENVIRONMENTAL ANALYSIS**

Pursuant to the California Environmental Quality Act (CEQA) and Public Resources Code Section 21100, the project qualifies for a Class 15 (Minor Land Division) Categorical Exemption under Section 15315 of the California Environmental Quality Act (CEQA) in that it consists of the division of land of four or less parcels, is in conformance with the Sierra Madre General Plan and zoning requirements, does not require variances or exceptions, maintains accessibility and availability of services, is not part of a larger parcel division undertaken within two years prior the date of application, and does not have an average slope greater than twenty percent.

**FISCAL IMPACT**

There is no fiscal impact as a result of the recommended action.

Approved by:



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Michael Bruckner  
City Manager

**Attachments**

[Attachment 1 - City Council Resolution No. 26-31](#)

[Attachment 2 - Planning Commission Resolution No. 26-05](#)

[Attachment 3 - Historic Resource Evaluation Report](#)

[Attachment 4 - Arborist Report](#)

[Attachment 5 - TPM No. 84764](#)

**CITY COUNCIL  
RESOLUTION 26-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE  
CONDITIONALLY APPROVING TENTATIVE PARCEL MAP 25-01; A REQUEST TO  
SUBDIVIDE THE PROPERTY AT 444 NORTH LIMA STREET INTO THREE (3)  
PARCELS.**

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

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

**Dahl Architects, Inc.  
1134 El Centro Street  
South Pasadena, CA 91030**

**WHEREAS**, the Tentative Parcel Map can be described as:

Tentative Parcel No. 84764, a subdivision of an existing 30,872-square-foot parcel into three (3) parcels measuring 10,276 square feet, 10,293 square feet, and 10,303 square feet;

**WHEREAS**, the Tentative Parcel Map would apply to the property at 444 North Lima Street, Sierra Madre, CA 91024;

**WHEREAS**, at its regular meeting of April 16, 2026, the Planning Commission received the report and recommendations of staff and recommended approval of Tentative Parcel Map 25-01 to the City Council;

**WHEREAS**, following a public notice, a public hearing was held before the Planning Commission on April 16, 2026, with all testimony being received being made part of the public record;

**WHEREAS**, following a public notice, a public hearing was held before the City Council on April 28, 2026, with all testimony being received being made part of the public record;

**WHEREAS**, the proposed project qualifies for a Class 15 Categorical Exemption, pursuant to Section 15315 for Minor Land Divisions of the California Environmental Quality Act (CEQA) as it involves a subdivision into three parcels;

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

**SECTION 1. Recitals.** The Recitals above are true and correct and incorporated into this Resolution by reference.

**SECTION 2. CEQA Compliance.** Division 13 of the California Public Resources Code (PRC) establishes the California Environmental Quality Act (CEQA). Cal. Pub. Res. Code Section 21080, subd. (b)(9) and Cal. Pub. Res. Code Section 21084, subd. (a) provide that CEQA does not apply to classes of projects designated pursuant to the CEQA Guidelines, which include a list of classes of projects that have been determined not to have a significant effect on the environment and as such are exempt from CEQA. California Code of Regulations, Title 14, Division 6, Chapter 3, establishes the CEQA Guidelines. Article 19 therein commences by providing classes of projects that qualify for categorical exemption from CEQA (Cal. Code Regs. tit. 14 § 15300). The City Council hereby finds:

**SECTION 2.1 Minor Land Divisions.** The proposed project qualifies for a Class 15 Categorical Exemption (Minor Land Divisions) under Article 19 of the California Code of Regulations (Cal. Code Regs. Tit. 14 § 15315) as it involves a subdivision of one parcel in an urbanized area zoned for single-family residential use into three parcels

**SECTION 3. Tentative Parcel Map.** Pursuant to section 16.12.070 of the Sierra Madre Municipal Code and Section 66474 of the California Government Code, tentative parcel map shall be denied if any of the following findings are made by the City Council:

- A. **That the proposed map is consistent with applicable general and specific plans;** in that the proposed map is consistent with applicable general and specific plans in that the subject property has a General Plan Land Use Designation of RL (Residential Low Density). The tentative parcel map will maintain the existing pattern of Sierra Madre's neighborhoods characterized by single-family dwellings and is consistent with the objectives and development standards of the R-1 zone, which implement the goals and policies of the General Plan.
- B. **That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans;** in that the design and improvement of the proposed subdivision is consistent with the applicable general and specific plans in that the proposed improvements are consistent with general plan designation of RL (Residential Low Density). The proposed subdivision will establish three parcels, each to be developed with a single-family residence, in a manner that complies with applicable standards for density, lot size, setbacks, and related R-1 development regulations.
- C. **That the site is physically suitable for the type of development;** in that the site is physically suitable for subdivision into three parcels, each developed with a single-family residence in that the existing lot is currently used for residential purposes, and the proposed subdivision complies with the minimum lot size, width, and frontage standards of SMMC 17.20.100. The existing residence proposed for demolition has not been identified as a historic resource. Following approval of the Tentative Parcel

Map, each parcel will be improved with a single-family residence and a two-car garage, with vehicular access provided by a shared driveway ranging in width from approximately 15 to 24 feet extending from the frontage of Parcel 1 to the rear of Parcel 3. The net increase in dwelling units is not anticipated to significantly affect parking demand because each lot will include an enclosed two-car garage that meets applicable parking requirements.

- D. **That the site is physically suitable for the proposed density of development;** in that the site is physically suitable for the proposed density and type of development because the subdivision will create three lots, each developed with one single-family residence and a two-car garage, consistent with the City's standards for single-family development in the R-1 zone and not resulting in an increase in allowable residential density for this property.
- E. **That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat;** in that the design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat in that the proposed subdivision involves property that is currently developed with single-family residential uses, therefore it will not create new types of development that could affect wildlife habitat. Protected tree species regulated by the Sierra Madre Municipal Code will be preserved on the site with the exception of two trees (one Coast Live Oak and one Western Sycamore) identified for removal due to poor health, with removal to be mitigated through replacement and protection measures. There are no fish habitats on the subject property, and the site is located within an established R-1 neighborhood surrounded by existing residential development.
- F. **That the design of the subdivision or type of improvements is not likely to cause serious public health problems;** in that the design of the subdivision is not likely to cause serious public health problems in that the proposed subdivision will only affect ownership of existing uses, and will not create new types of development that could create public health problems. The proposed building siting will maintain appropriate separation from residential structures on adjoining properties, and all future improvements will be subject to the requirements and conditions of the Public Works and Planning and Community Preservation Departments, which are intended to protect public health, safety, and welfare.
- G. **That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision;** in that the subdivision will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision because access for each parcel will be provided via the proposed shared driveway and does not require public access easements. The subject property does not contain any existing public access easements, and the proposed subdivision will neither create the need for nor conflict with any such easements. A private shared driveway easement and associated maintenance agreement will be established among the parcels, but this will be a private arrangement and will not create or affect any public access rights.

**SECTION 4. 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 5. Certification.** The Director of Planning and Community Preservation shall attest to the passage and adoption of this Resolution by the City Council and shall cause the same to be listed in the records of the City.

**SECTION 6.** The City Council conditionally approval of TENTATIVE PARCEL MAP 25-01, subject to the attached conditions included in this resolution as Exhibit A.

**PASSED, APPROVED, AND ADOPTED** the 28th day of April 2026.

\_\_\_\_\_  
Kristine Lowe, 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 regular meeting held on the 28th day of April 2026, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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

## EXHIBIT A

### **CONDITIONS OF APPROVAL TENTATIVE PARCEL MAP 25-01 (TPM 25-01)**

The applicant, property owner, or successor(s) in interest shall meet the following conditions:

#### **1.0 General Conditions:**

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

#### **2.0 Planning Conditions:**

- 2.1 Prepare a final Parcel Map which is in substantial conformance with all applications, supporting materials and Tentative Parcel Map dated April 6, 2026, submitted in connection with this application.
- 2.2 Obtain a demolition permit and demolish the existing structure prior to approval

of the final parcel map. Applicant will need to use the City's Franchise Hauler, Athens Services, for construction debris removal or obtain an approved Waste Management Plan.

- 2.3 Submit the necessary entitlements for each subdivided lot.
- 2.4 Obtain an address assignment for each newly created dwelling unit.

### **3.0 Public Works Conditions:**

#### **REQUIREMENTS FOR GRADING & DRAINAGE, LOW IMPACT DEVELOPMENT (LID)**

- 3.1.0 This project is subject to LID requirements, since it is proposing the addition of 500 square feet or more of impervious surfaces.
- 3.1.1 A Private Engineer (or Engineer of record) to prepare a hydrology/LID report. A stormwater management plan will also be required for construction activities.
- 3.1.2 Applicant to retain the services of CA licensed civil engineer. As Per SMMC 15.58.080, Engineer of record shall design the drainage systems, and provide engineering calculations, in accordance with these directives to retain, and infiltrate the 85th percentile 24-hour storm for Sierra Madre, which varies between 1.05 and 1.12 inches. Engineer of record shall design the drainage configuration of the development to account for this directive. (The LID Report is in accordance with LA County's most recent LID Manual. However, The City of Sierra Madre requires an LID plan that captures the 85th percentile 24-hour rain event and does NOT follow LA County's simple BMP selection for residential properties 4-units or less)
- 3.1.3 Private Engineer to prepare a grading drainage, LID plan to a scale not less than 1"=10'.
- 3.1.4 The engineer of record shall, in addition to the LID design for retention, provide a design of drainage mitigation for a 50-year storm.
- 3.1.5 SOILS/GEOTECHNICAL REPORT REQUIRED Applicant/owner to retain the services of a geotechnical engineer to obtain an adequate number of soil samples from the site, analyze the samples, and prepare a soils/geotechnical report and make recommendations on the condition of the soil at the project site. At least one of the samples to be located in the area where the proposed infiltration units will be located. The analysis and report shall conform to CBC requirements, latest edition, and SMMC.
- 3.1.6 PERCOLATION RATE STUDY
  - a. Soils engineer for the project to submit a soil percolation rate value based on a study from soil sample taken at the site at the depth of where the infiltration

units will percolate the runoff to the soil strata.

- b. Soils/geotechnical engineer of record shall submit an analysis (in a separate report) on the extent of soil settlement beneath the infiltration units. Soils/geotechnical engineer to make recommendations on measures to be implemented by the Contractor to minimize excessive settlement of the soils strata beneath the infiltration units Report and analysis to be prepared following guidelines included in the LA County LID Manual. Report should indicate the maximum ground settlement expected with the type of soil on the lot.

- 3.1.7 Soils engineer of record to prepare on a separate sheet calculation for the time it will take any runoff to percolate through the soils strata. The maximum time allowed for runoff to percolate is 96 hours.

#### REQUIREMENTS FOR SEWER UTILITY

- 3.2.0 All buildings and additions shall be connected to the public sewer.

#### REQUIREMENTS FOR PUBLIC IMPROVEMENTS

- 3.3.0 Prior to final inspections, Public Works to determine if public improvements (drive way approach, curb, gutter, sidewalk) are required.

### **3.0 Fire Department Conditions:**

- 3.1.0 A current (within the past 6 months) water flow test from the closest hydrant to the property is required to demonstrate fire protection water supplies can be provided in accordance with Section 507 and Appendix B of the California Fire Code.
- 3.2.0 A fire department access plan is required to demonstrate access within 150 feet of all structures can be provided in accordance with Section 503 of the California Fire Code. Where the access road exceeds 150 feet in length, the road shall be constructed to withstand the weight of fire apparatus in all-weather conditions. The access road shall be designed with space to turnaround fire apparatus. Note: An AM&M may be necessary for this project. Contact reviewer for further information.
- 3.3.0 All structures are required to meet the materials and construction methods for wildfire exposure in accordance with Chapter 7A of the California Building Code.
- 3.4.0 The project is required to meet the provisions for defensible space, landscape, and long-term vegetation management in wildland-urban interface areas in accordance with Chapter 49 of the California Fire Code.

**PLANNING COMMISSION  
RESOLUTION 26-05**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING APPROVAL, TO THE CITY COUNCIL, OF TENTATIVE PARCEL MAP 25-01; A REQUEST TO SUBDIVIDE THE PROPERTY AT 444 NORTH LIMA STREET INTO THREE (3) PARCELS.**

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

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

**Dahl Architects, Inc.  
1134 El Centro Street  
South Pasadena, CA 91030**

**WHEREAS**, the Tentative Parcel Map can be described as:

Tentative Parcel No. 84764, a subdivision of an existing 30,872-square-foot parcel into three (3) parcels measuring 10,276 square feet, 10,293 square feet, and 10,303 square feet;

**WHEREAS**, the Tentative Parcel Map would apply to the property at 444 North Lima Street, Sierra Madre, CA 91024;

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

**WHEREAS**, following a public notice, a public hearing was held before the Planning Commission on April 16, 2026, with all testimony being received being made part of the public record;

**WHEREAS**, the proposed project qualifies for a Class 15 Categorical Exemption, pursuant to Section 15315 for Minor Land Divisions of the California Environmental Quality Act (CEQA) as it involves a subdivision into three parcels;

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

**SECTION 1. Recitals.** The Recitals above are true and correct and incorporated into this Resolution by reference.

**SECTION 2. CEQA Compliance.** Division 13 of the California Public Resources Code (PRC) establishes the California Environmental Quality Act (CEQA). Cal. Pub. Res.

Code Section 21080, subd. (b)(9) and Cal. Pub. Res. Code Section 21084, subd. (a) provide that CEQA does not apply to classes of projects designated pursuant to the CEQA Guidelines, which include a list of classes of projects that have been determined not to have a significant effect on the environment and as such are exempt from CEQA. California Code of Regulations, Title 14, Division 6, Chapter 3, establishes the CEQA Guidelines. Article 19 therein commences by providing classes of projects that qualify for categorical exemption from CEQA (Cal. Code Regs. tit. 14 § 15300). The Planning Commission hereby finds:

**SECTION 2.1 Minor Land Divisions.** The proposed project qualifies for a Class 15 Categorical Exemption (Minor Land Divisions) under Article 19 of the California Code of Regulations (Cal. Code Regs. Tit. 14 § 15315) as it involves a subdivision of one parcel in an urbanized area zoned for single-family residential use into three parcels

**SECTION 3. Tentative Parcel Map.** Pursuant to section 16.12.070 of the Sierra Madre Municipal Code and Section 66474 of the California Government Code, tentative parcel map shall be denied if any of the following findings are made by the City Council:

- A. **That the proposed map is consistent with applicable general and specific plans;** in that the proposed map is consistent with applicable general and specific plans in that the subject property has a General Plan Land Use Designation of RL (Residential Low Density). The tentative parcel map will maintain the existing pattern of Sierra Madre's neighborhoods characterized by single-family dwellings and is consistent with the objectives and development standards of the R-1 zone, which implement the goals and policies of the General Plan.
- B. **That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans;** in that the design and improvement of the proposed subdivision is consistent with the applicable general and specific plans in that the proposed improvements are consistent with general plan designation of RL (Residential Low Density). The proposed subdivision will establish three parcels, each to be developed with a single-family residence, in a manner that complies with applicable standards for density, lot size, setbacks, and related R-1 development regulations.
- C. **That the site is physically suitable for the type of development;** in that the site is physically suitable for subdivision into three parcels, each developed with a single-family residence in that the existing lot is currently used for residential purposes and the proposed subdivision complies with the minimum lot size, width, and frontage standards of SMMC 17.20.100. The existing residence proposed for demolition has not been identified as a historic resource. Following approval of the Tentative Parcel Map, each parcel will be improved with a single-family residence and a two-car garage, with vehicular access provided by a shared driveway ranging in width from approximately 15 to 24 feet extending from the frontage of Parcel 1 to the rear of Parcel 3. The net increase in dwelling units is not anticipated to significantly affect parking demand because each lot will include an enclosed two-car garage that meets applicable parking requirements.

- D. **That the site is physically suitable for the proposed density of development;** in that the site is physically suitable for the proposed density and type of development because the subdivision will create three lots, each developed with one single-family residence and a two-car garage, consistent with the City's standards for single-family development in the R-1 zone and not resulting in an increase in allowable residential density for this property.
- E. **That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat;** in that the design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat in that the proposed subdivision involves property that is currently developed with single-family residential uses, therefore it will not create new types of development that could affect wildlife habitat. Protected tree species regulated by the Sierra Madre Municipal Code will be preserved on the site with the exception of two trees (one Coast Live Oak and one Western Sycamore) identified for removal due to poor health, with removal to be mitigated through replacement and protection measures. There are no fish habitats on the subject property, and the site is located within an established R-1 neighborhood surrounded by existing residential development.
- F. **That the design of the subdivision or type of improvements is not likely to cause serious public health problems;** in that the design of the subdivision is not likely to cause serious public health problems in that the proposed subdivision will only affect ownership of existing uses, and will not create new types of development that could create public health problems. The proposed building siting will maintain appropriate separation from residential structures on adjoining properties, and all future improvements will be subject to the requirements and conditions of the Public Works and Planning and Community Preservation Departments, which are intended to protect public health, safety, and welfare.
- G. **That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision;** in that the subdivision will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision because access for each parcel will be provided via the proposed shared driveway and does not require public access easements. The subject property does not contain any existing public access easements, and the proposed subdivision will neither create the need for nor conflict with any such easements. A private shared driveway easement and associated maintenance agreement will be established among the parcels, but this will be a private arrangement and will not create or affect any public access rights.

**SECTION 4. 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 Planning Commission 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 5. Certification.** The Director of Planning and Community Preservation shall attest to the passage and adoption of this Resolution by the Planning Commission and shall cause the same to be listed in the records of the City.

**SECTION 6.** The Planning Commission conditionally recommend approval of TENTATIVE PARCEL MAP 25-01 TO THE CITY COUNCIL, subject to the attached conditions included in this resolution as Exhibit A.


**PASSED, APPROVED, AND ADOPTED** the 16th day of April 2026, by the following vote:

**AYES:** Chair Thomas Denison, Vice-Chair Patrick Simcock, Commissioner Kevin Brennan, Commissioner Christine Moran, and Commissioner Yong Yoo


**NOES:**

**ABSTAIN:**

**ABSENT:**

  
\_\_\_\_\_  
Thomas Denison, Chair  
Sierra Madre Planning Commission

**ATTEST:**

  
\_\_\_\_\_  
Clare Lin, Director  
Planning and Community Preservation Department

## EXHIBIT A

### **CONDITIONS OF APPROVAL TENTATIVE PARCEL MAP 25-01 (TPM 25-01)**

The applicant, property owner, or successor(s) in interest shall meet the following conditions:

#### **1.0 General Conditions:**

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

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- 2.2 Obtain a demolition permit and demolish the existing structure prior to approval

of the final parcel map. Applicant will need to use the City's Franchise Hauler, Athens Services, for construction debris removal or obtain an approved Waste Management Plan.

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  - a. Soils engineer for the project to submit a soil percolation rate value based on a study from soil sample taken at the site at the depth of where the infiltration

units will percolate the runoff to the soil strata.

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#### 3.0 Fire Department Conditions:

- 3.1.0 A current (within the past 6 months) water flow test from the closest hydrant to the property is required to demonstrate fire protection water supplies can be provided in accordance with Section 507 and Appendix B of the California Fire Code.
- 3.2.0 A fire department access plan is required to demonstrate access within 150 feet of all structures can be provided in accordance with Section 503 of the California Fire Code. Where the access road exceeds 150 feet in length, the road shall be constructed to withstand the weight of fire apparatus in all-weather conditions. The access road shall be designed with space to turnaround fire apparatus. Note: An AM&M may be necessary for this project. Contact reviewer for further information.
- 3.3.0 All structures are required to meet the materials and construction methods for wildfire exposure in accordance with Chapter 7A of the California Building Code.
- 3.4.0 The project is required to meet the provisions for defensible space, landscape, and long-term vegetation management in wildland-urban interface areas in accordance with Chapter 49 of the California Fire Code.

State of California - The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

Primary #  
HRI #

## PRIMARY RECORD

Trinomial  
NRHP Status Code 6Z  
Other Listings Review Code

Reviewer

Date

Page 1 of 16

\*Resource Name or #: APN 5762-028-020

- P1. Other Identifier:** APN 5762-028-020
- P2. Location:**  **Not for Publication**  **Unrestricted**
- \*a. County** Los Angeles **and** (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)
- \*b. USGS 7.5' Quad** Mount Wilson, CA **Date** 1995 **T** 1N **; R** 11W **; NE** ¼ of SW ¼ of Sec 17 **; S.B. B.M.**
- c. Address** 444 N Lima Street **City** Sierra Madre **Zip** 91024
- d. UTM:** (Give more than one for large and/or linear resources) **Zone** 11S , 402361.19 mE/ 3781465.16 mN
- e. Other Locational Data:** (e.g., parcel #, directions to resource, elevation, decimal degrees, etc., as appropriate:  
From Interstate 210 E, take exit 29A toward San Gabriel Blvd. and turn left onto Sierra Madre Blvd. and drive 1.3 miles. Keep right to continue along E Sierra Madre Blvd for 1.3 miles then turn left onto N Lima Street. Drive 0.5 mile and the subject property will be on the right side of the street.  
Elevation: 1056 feet above mean sea level Parcel #(s): 5762-028-0011
- P3a. P3a. Description:** (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries).  
The subject property located at 444 N Lima Street has a single-family, Ranch-style two-story building with a carport. The residential building, located on the center of the lot is clad in a mixture of board-and-batten, concrete blocks, and wood shingles. The subject property is surmounted by a cross-gabled roof, clad in composition shingles. The carport, added to the subject property in 1989, is located on the northwest portion of the lot. The carport is supported by four metal poles and is surmounted by a flat roof, clad in composition shingles.
- P3b. Resource Attributes:** (List attributes and codes) HP2: Single-Family Property
- P4. Resources Present:**  Building  Structure  Object  Site  District  Element of District  Other (Isolates, etc.)
- P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects).**
- P5b. Description of Photo:** Primary/West Façade



**View (Direction Facing):** East  
**Date** 03/12/2026 **Accession #** N/A  
**\*P6. Date Constructed/Age and Source: 1948**  
 Historic  Prehistoric  Both **Source:**  
Determined based on Los Angeles County Assessor.  
**\*P7. Owner:** Steve and Sindee Riboli  
**Address** 444 N Lima Street  
**City, State, Zip** Sierra Madre, CA 91024  
**\*P8. Recorded By (Name):** Morgan Thomas  
**Affiliation** Sapphos Environmental, Inc.  
**Address** 430 N Halstead Street  
Pasadena, CA, 91107  
**\*P9. Date Recorded:** 03/17/2026  
**\*P10. Survey Type:** Intensive pedestrian

**\*P11. Report Citation:** N/A

- \*Attachments:**  NONE  Location Map  Continuation Sheet  Building, Structure, and Object Record  Archaeological Record  District Record  Linear Feature Record  Milling Station Record  Rock Art Record  Artifact Record  Photograph Record  Site Sketch Map  Other: Photographs

## BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z

PAGE 2 of 16

B1. Historic Name: 5762-028-020

B2. Common Name: 444 N Lima Street

B3. Original Use: Residential

B4. Present Use: Residential

\*B5. **Architectural Style:** Ranch style

\*B6. **Construction History** (Construction date, alterations, and date of alterations):

The building located at 444 N Lima Street was constructed in 1948 according to information available through the Los Angeles County Office of the Assessor Online Portal. The original building permits were not available online or through the City of Sierra Madre (City) rendering unknown the original architect (if any). According to building permits, the subject property was built by Jack B. Thompson in 1948. According to building permits, in 1955, Jack B. Johnson built an addition on the subject property, and a carport was added in 1989. A visual inspection of the subject property shows that the rear/east elevation had two trapezoidal windows on the second story that has since been removed or obscured by wood. On the south elevation there was a shed roof extension over the door that has since been removed or has fallen off. Throughout the subject property there were a variety of different shrubs and trees before December 2017. In December 2017, several of the trees and shrubs were removed from the subject property. According to a Google Street View image, by June of 2022, the only portion of the original landscape that remains are three (3) trees and a pile of boulders. Between March 2012 and December 2017, the wood fence was removed, and a chain-link fence was added. From December 2017 to June 2022, the chain link was replaced by a concrete block fence. By 2026, the original dirt driveway was overgrown by weeds and no longer exists.

### Primary/West Façade

The primary/west façade features two-planes with a two-story wing on the south portion. The primary/west façade is surmounted by a gabled roof with large, overhanging eaves, clad in composition shingles. On the west section there is a circular chimney stack attached to the north elevation and on the south wing there is a metal cable antenna. The north portion of the façade is more recessed than the south portion of the façade. The north portion is clad in board-and-batten and features a front door and several window casements on fixed windows trimmed in wood. The front door is in the center of the north portion. The front door is a four-paneled wood door with a large, rectangular side lite with a privacy film on the window. The door has a wood-framed screen door. To the north of the door are two groupings of three-pane casement windows with three-pane fixed windows in the center. Each grouping of windows has a three-pane fixed transom window. Under the window is a wood windowsill. To the south, there are two pairs of three-lite casement windows. The south wing is clad in board-and-batten with a triangular section of the concrete foundation exposed on the south section. The first story features one sliding window trimmed in metal with a modest wood surround. In the eaves of the second story there are two fixed trapezoidal windows and flood lights located on the north portion of the eaves. In the center of the two trapezoidal windows is a fire alarm bell. On the south section in the second story is a sliding six-pane grille window trimmed in vinyl with a modest wood surround. A water drainage pipe is attached to the north portion of the south wing. A rectangular utility box is attached to the south portion of the façade.

# BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z



**Primary/West Façade (view of north portion; facing east)**



**Primary/West Façade (view of south portion; facing east)**

## BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z

PAGE 4 of 16

### North Elevation

The north elevation features four planes with the second story more recessed than the first story and the east portion of the elevation more recessed than the west portion. Both the first and second story are surmounted by a gabled roof with wide, overhanging eaves. The first story is clad in a mixture of horizontal clapboard and wood shingles, and the second story is clad in board-and-batten. The east portion of the first story features one sliding window trimmed in black vinyl. A rectangular vent is located under the window. In the eaves there is a water gutter. The west portion of the first story features two pairs of three-pane casement windows trimmed in wood. On the east section of the west portion of the elevation is a water drainage pipe and on the west section features an electronic meter and two square boxes. It appears that a water system may also be attached to the west section. The second story features several sliding windows and one fixed window in the center of the elevation. The sliding window, located on the east section, has a nine-grid design on the sliding window. The window located just west of the larger, rectangular sliding window is a smaller sliding window. The west section of the second story features one rectangular sliding window trimmed in aluminum.



North Elevation (view of east section; facing west)

**BUILDING, STRUCTURE, AND OBJECT RECORD**

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z



North Elevation (view of west section; facing southeast)



North Elevation (view of west portion; facing southeast)

## BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z

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**North Elevation (view of west portion; facing south)**

### **Rear/East Elevation**

The rear/east elevation features a 'U'-shaped configuration with four planes with the portion of the center and north portion of the elevation more recessed than the south and a portion of the center elevation. The rear/east elevation is surmounted by a gabled roof, clad in composition shingles. The north portion of the rear/east elevation has two planes with the first story more recessed than the second story. The second story is supported by two metal poles that also support a shed roof extension. The first story features one wood door and a sliding window trimmed in aluminum located to the north of the door. The second story does not have windows. In eaves are two wood-paneled areas that appear to have once had trapezoidal windows. The eaves have one flood light located in the center. The center elevation features two planes with the south portion more recessed than the north portion. The south portion features one single-hung window that is recessed into the wall and trimmed in wood. To the north of the single-hung window is an enclosure with a door that houses the water heater with four rectangular vents. Attached to the fascia board is a rain gutter. The north portion of the center elevation features one section of the elevation facing south that features one wood-paneled door and a sliding window. The south facing rear/east elevation has a water gutter attached to the fascia. The wood-paneled wood door features one large, single-hung window with a pet door located at the bottom. To the east of the door is a large, sliding window that appears to be trimmed in vinyl. The center portion facing east is surmounted by a gabled roof with a wood fascia board. The elevation features two fixed windows and two sliding windows. The two fixed windows are trimmed in wood, and the two sliding windows are trimmed in black vinyl. In the eaves of the elevation is a rectangular attic vent. To the south of the attic vent is a flood light. On the north section of the center portion is a rectangular box that appears to be an outlet or a switch. The north portion of the rear/east elevation features one sliding window trimmed in vinyl with a six-pane grille design.

# BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z

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Rear/East Elevation (facing west)



Rear/East Elevation (view of north portion; facing northwest)

# BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z



Rear/East Elevation (view of north sections; facing east)



South Elevation (facing northeast)

## BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z

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### South Elevation

The south elevation features a gabled roof, clad in composition shingles with one television antenna attached to the roof. The south elevation features two stories with the second story projecting further on the east section than the first story. The first story features three sliding windows and one wood door. The sliding windows are trimmed in wood with one sliding window located on the west and the other two sliding windows on the east section. The second story features three sliding windows trimmed in vinyl. The window located on the west and east portion of the second story has a nine-pane grille on the sliding window. In the center of the second story is a smaller single-pane sliding window.

### Carport

A rectangular concrete slab is located on the northwest portion of the lot that is surmounted by a flat roof with four metal poles. On the north and south portions of the carport there is a wood beam connecting the poles. In the middle of the carport is a rectangular light. On the west section of the carport is a chain-link fence.



Carport (facing northeast)

\*B7. Moved?  No  Yes  Unknown Date: Not Applicable Original Location: Not Applicable

\*B8. Related Features: None

B9a. Architect: Unknown b. Builder Jack B. Thompson

\*B10. Significance: Theme Post-World War II Residential Development Area Sierra Madre, CA

Period of Significance 1945-1970 Property Types: Residential

**Applicable Criteria** (Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity).

Sierra Madre was established in the 1880s. According to the Sierra Madre Historic Preservation Society, beginning in 1881, Nathaniel C. Carter began extensive land purchases in the foothill area that would become Sierra Madre. Born in Lowell, Massachusetts, Nathaniel Coburn Carter (1840-1904) is regarded as the founder of the City of Sierra Madre. He

**BUILDING, STRUCTURE, AND OBJECT RECORD**

\*Resource Name or #: APN 5762-028-020

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also promoted railway travel to Southern California by managing local portions of Raymond & Whitcomb tours, a late-19th and early-20th-century luxury travel firm that catered to wealthy travelers from the East Coast and Midwest. Carter highlighted Southern California's pleasant climate, health sanatoria, and the upscale, intelligentsia community of Pasadena and surrounding areas. While leading tours, Carter was known to feature the Sierra Madre Villa health sanitorium as a favorable place to settle. These activities may have encouraged the settlement of the City of Sierra Madre by attracting well-to-do settlers from outside California. The Pacific Electric Railway line was extended to Sierra Madre in 1906, which ushered in a period of residential development. A period of economic and residential boom occurred throughout Southern California in the 1920s because of the oil industry. Real estate advertisements specific to the City between 1906 and later reference residential development proximal to the Pacific Electric Railway line.

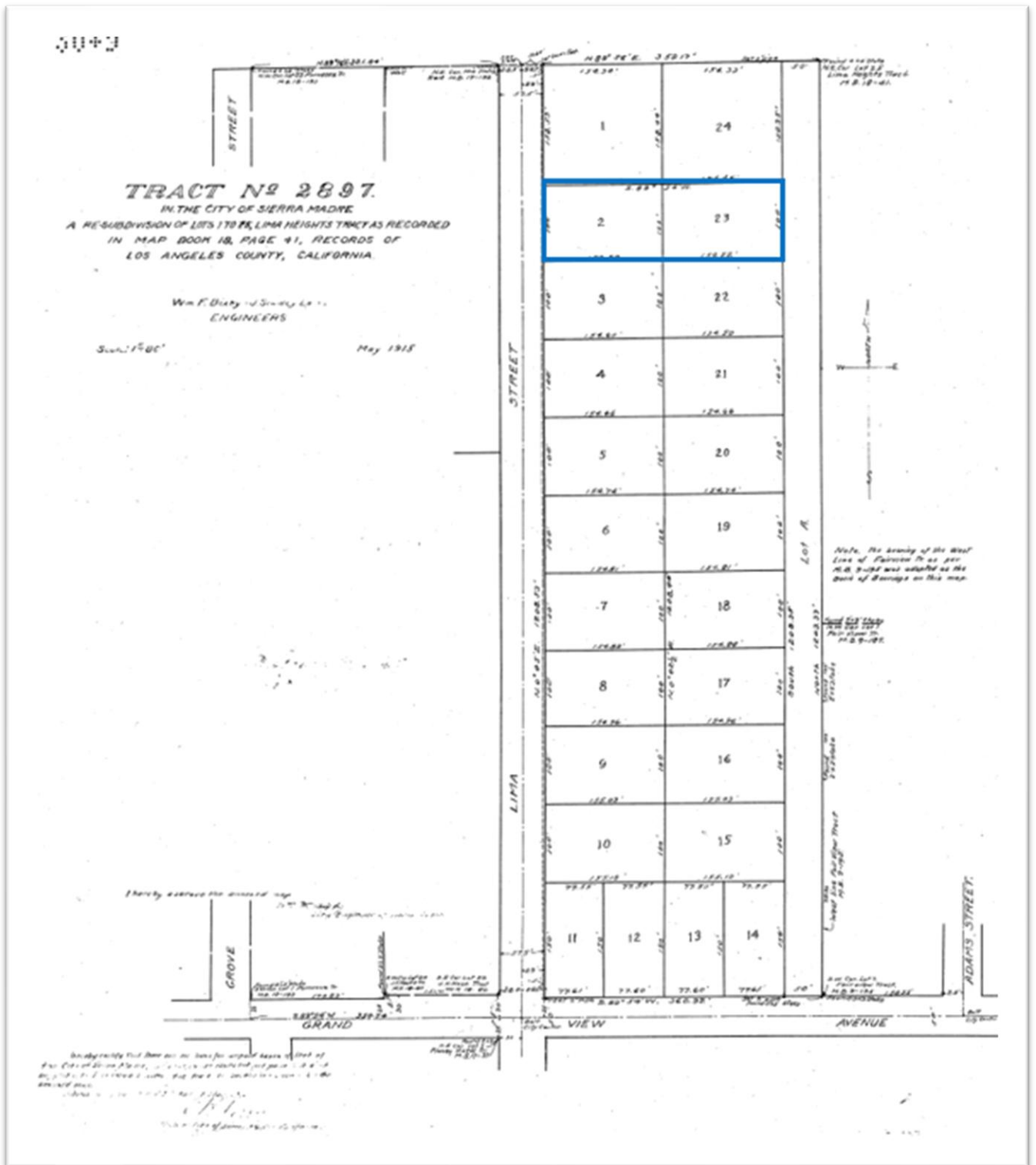
According to Michele Zack, Sierra Madre during World War II had several job opportunities for families in the nearby industrial facilities. One of the defense businesses located in Sierra Madre was the R. A. Hawks company that started during the Great Depression and expanded during and after World War II. Due to the demand for defense contracts, R. A. Hawks business thrived, giving more jobs to families moving into the area (Zack 271). Other jobs opened including artistic ceramic production. Due to the thriving job market in and around the City of Sierra Madre, Sierra Madre saw a boom in tract home development at the end of World War II (Zack 276-278). Zack noted that during the 1950s the development of one quarter of the City of Sierra Madre occurred, mixing older Craftsman-style homes with newer Minimal Traditional and Ranch-style homes (Zack 285). The Ranch style started in Southern California in the mid-1930s. During the 1940s it was one of the small house types built using the Federal Housing Authority (FHA) guidelines. The Ranch style gained popularity after World War II with fewer restrictions in FHA guidelines. The FHA guidelines exerted a strong influence on the Ranch-style homes built in the 1930s-1960s in relation to size, which required a small square foot size in the 1940s. As the restrictions of the FHA were removed, the Ranch-style houses began to expand in square footage. The popularity of the "rambling" Ranch houses has been linked to the growing popularity of automobiles across the country. As automobiles became more ubiquitous, the houses shifted from narrow fronts to sprawling designs on wider lots.

Although the tract was established in May 1915, the subject property was built in 1948 after World War II. The building located at 444 N Lima Street is on Tract No. 2897, which was recorded in May 1915 and mapped in 1918. Tract No. 2897 has a total of 24 lots. The subject property is comprised of Lots 2 and 23. There is no mention of Tract No. 2897 in the historic issues of the *Los Angeles Times*, *Los Angeles Sentinel*, or other local publications. The owner's name was not legible on the tract map, and no additional information could be located to clarify the owner's name. The subject property is located at 480 N Lima Street, within Tract No. 2897, a re-subdivision of Lima Heights Tract.

# BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z



Tract No. 2897 Map  
Source: Los Angeles County Public Works

# BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

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## Ownership History

The first owner and builder of the subject property was Jack (John) Bossard Thompson and his family. The Thompson family owned the subject property from 1948 until 2016. According to obituaries, Jack B. Thompson served in the Navy during World War II and was stationed in the South Pacific. Upon his return home from World War II, he worked as a landscaper, a painter, and later as a mechanical engineer at VARD's and the Burroughs Corporation (later known as Unisys). He retired in 1985 and planted all the vegetation and trees on the subject property except for two trees. His wife, Hilda Thompson, served as a Spanish and Italian translator during World War II. She worked at Pasadena High School and volunteered at the Arboretum, Descanso Gardens, and the Huntington Library. She and her husband were members of the Camilla Society. Between 2016 and 2026, the subject property had several owners. The Ashori Investment, Inc. owned the subject property from 2016 to 2017; LotFali Shirmohammadi owned the subject property from 2017 to 2021; and since 2021, Steve and Sindee Riboli have owned the subject property.

**TABLE 1  
OWNERSHIP DATA**

Year	Name
1948-2016	Thompson Family
2016-2017	Ashori Investment Inc
2017-2021	LotFali Shirmohammadi
2021-Present (2026)	Steve and Sindee Riboli

## Evaluation: National Register of Historic Places and California Register of Historical Resources.

Sierra Madre was initially established in the 1880s. During the depression following the bust of Southern California's overheated real estate in the region, Sierra Madre survived due to the proximity to the transcontinental railroad. Early advertisements show that Carter used the proximity to the railroad to continue to grow Sierra Madre. The falling produce prices in the late 1890s led to more subdivisions in Sierra Madre. The Pacific Electric Railway line was extended to Sierra Madre in 1906, which further ensured the already growing residential development in Sierra Madre. Real estate advertisements between 1906 and later reference residential development proximal to the Pacific Electric Railway line. Tract No. 2897 was subdivided in May 1915. However, the subject property was not built during the initial subdivision of Tract No. 2897 during Sierra Madre's formative years. The subject property was built post-World War II during the second residential boom that Sierra Madre experienced due to defense contracts, expanding job opportunities in the area, and resulting population boom. However, research did not indicate that the subject property was a significant development during this period but rather is an example of common residential development of Ranch-style homes in the area. Therefore, it appears that the property is not closely associated with significant development patterns observed throughout the nation, state, and City. Thus, the subject property is not significant under the National Register of Historic Places (NRHP)/California Register of Historical Resources (CRHR) Criterion A/1.

The City building record, historic news publications, and other online sources do not identify an architect, designer, or builder associated with the property. Additionally, ownership records do not reveal an association with persons of significance to the nation, State, or City. The longest owners of the subject property were Jack B. Thompson and Hilda Thompson. Both owned and built the subject property and were active members of the community of Sierra Madre. Both were involved in the Camilla Society. However, research did not indicate that they helped start the Camilla Society, and the society, although international, appears to have had its headquarters in Georgia. The Thompson family also appear to have been volunteers at both the Descanso Gardens and the Huntington Library, but research did not indicate that they contributed significantly to either organization. Therefore, persons who made demonstrably significant contributions to the history of the nation, State, or City are not known to be associated with the subject property. The subject property is not significant under the NRHP/CRHR Criterion B/2.

The residential building originally constructed in 1948 is a common and altered example of a Ranch-style building and does not possess high artistic value. The building has several character-defining features such as mixed use of materials;

## BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

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moderate-to-wide overhanging eaves; and a gabled north. The subject residence, however, is not an exceptional or even particularly good example of the style. The subject property has had an addition that was added in 1956, a carport added in 1989, and the setting and feeling of the subject property has been drastically altered since 2017. Although the casement windows and large multi-lite windows are still intact on the subject property, the second-story windows are trimmed in vinyl. Therefore, the building is modest in design and aesthetics. The subject property does not embody the distinctive characteristics of a type, period, or method of construction. Additionally, the building is not known to be the work of a master architect or craftsman. The subject property is not significant under the NRHP/CRHR Criterion C/3.

The site has been subject to ground disturbance during construction and modification of the subject property. No evidence of archaeological deposits was obvious on the ground surface; however, the subject property is covered in dense grasses and forbs that obscure the ground surface view almost entirely. The subject property is not significant under the NRHP/CRHR Criterion D/4.

The subject property is recommended as ineligible for inclusion in the NRHP and CRHR.

### City of Sierra Madre Designated Historical Properties List

Along with criteria for Significance established by the NRHP and CRHR, the City of Sierra Madre (Municipal Code, Title 17 – Zoning, 17.82.050) provides two criteria for the designation of a historic landmark:

- A. *Historic. It was the site of, or is associated with local, state or national cultural, social, economic, political or natural history, events or persons significant to the history of Sierra Madre, or it reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning.*

No evidence was discovered that associates 444 N Lima Street with history related to Sierra Madre or with persons significant to the City, or geographical and settlement patterns in Sierra Madre. This portion of Tract No. 2897 was surveyed in May 1915. However, the subject property was built after World War II and was not part of the initial development of the tract. Research did not indicate that the subject property or the owners of the subject property were significant to the history of Sierra Madre. The Thompson family lived on the subject property from 1948 until 2016. According to research, the family were involved in the Camilla Society, but research did not indicate that they helped found or contributed significantly to the society. Furthermore, Hilda Thompson volunteered at both the Descanso Gardens and the Huntington Library. However, research did not indicate that she contributed to the significance of either Descanso Gardens or the Huntington Library. Furthermore, the subject property does not contribute to the significance of the historic area, being a geographically definable area possessing a concentration of not less than 50 percent of historic or architecturally related grouping of properties which contribute to each other and are unified aesthetically by physical layout or development. The building is not identified within a historic area. Therefore, the building is ineligible for designation on the City of Sierra Madre Designated Historical Properties List (List) pursuant to Criterion A.

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

The City building record, historic news publication or other online sources do not identify an architect, designer, or builder associated with the property. The subject property has a few character-defining features of a Ranch style such as moderate-to-wide overhanging eaves; gabled roof; and mixture of building materials. However, the subject property is a common and altered Ranch-style residence. Based on visual inspection, the building does not embody one or more distinctive characteristics of *style, type, period, design, materials, detail, or craftsmanship*. The building is not located in a unique location and is not an established visual feature of the neighborhood, community, or the City. The subject property does not have the potential to have yielded, and is not likely to yield, information important in prehistory or history. Therefore, the property is ineligible for designation on the List pursuant to Criterion B.

**BUILDING, STRUCTURE, AND OBJECT RECORD**

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z

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B11. Additional Resource Attributes (List attributes and codes): None

\*B12. **References:** Ancestry.com. Historic public records search, including census and voting data and city directories. [database online] Provo, UT. Accessed September 2025. Available at: <https://www.ancestry.com>.

Bixby, William F. May 1915. *Tract No. 2897* [tract map]. In Map Book 30 (MB030-09). Los Angeles County Public Works. Accessed April 2026. Available at: <https://pw.lacounty.gov/sur/nas/landrecords/tract/MB0030/TR0030-009.pdf>

City of Sierra Madre, Municipal Code Title 17, Chapter 17.82, Section 050 ("Designation Criteria"). Online Resource. Available at: [https://library.municode.com/ca/sierra\\_madre/codes/code\\_of\\_ordinances?nodeId=TIT17ZO\\_C17.82HIPR\\_17.82.050DECR](https://library.municode.com/ca/sierra_madre/codes/code_of_ordinances?nodeId=TIT17ZO_C17.82HIPR_17.82.050DECR), accessed September 2025.

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Legacy. 11 March 2007. "Hilda Thompson." Accessed: March 2026. Available at: <https://www.legacy.com/us/obituaries/pasadenastarnews/name/hilda-thompson-obituary?id=25088037>

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McAlester, Virginia Savage. 2017. "Ranch-style." In *A Field Guide to American Houses: The Definitive Guide to Identifying and Understanding Americas Domestic Architecture*. New York, NY: Alfred Knopf, pp. 597-613.

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U.S. Department of the Interior. 1995. "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation." Washington D.C.: National Park Service.

Zack, Michele. 2009. *Southern California Story: Seeking a Better Life in Sierra Madre*. Sierra Madre, CA: Sierra Madre Historical Preservation Society.

B13. Remarks: None

# BUILDING, STRUCTURE, AND OBJECT RECORD

\*Resource Name or #: APN 5762-028-020

\*NRHP STATUS CODE: 6Z

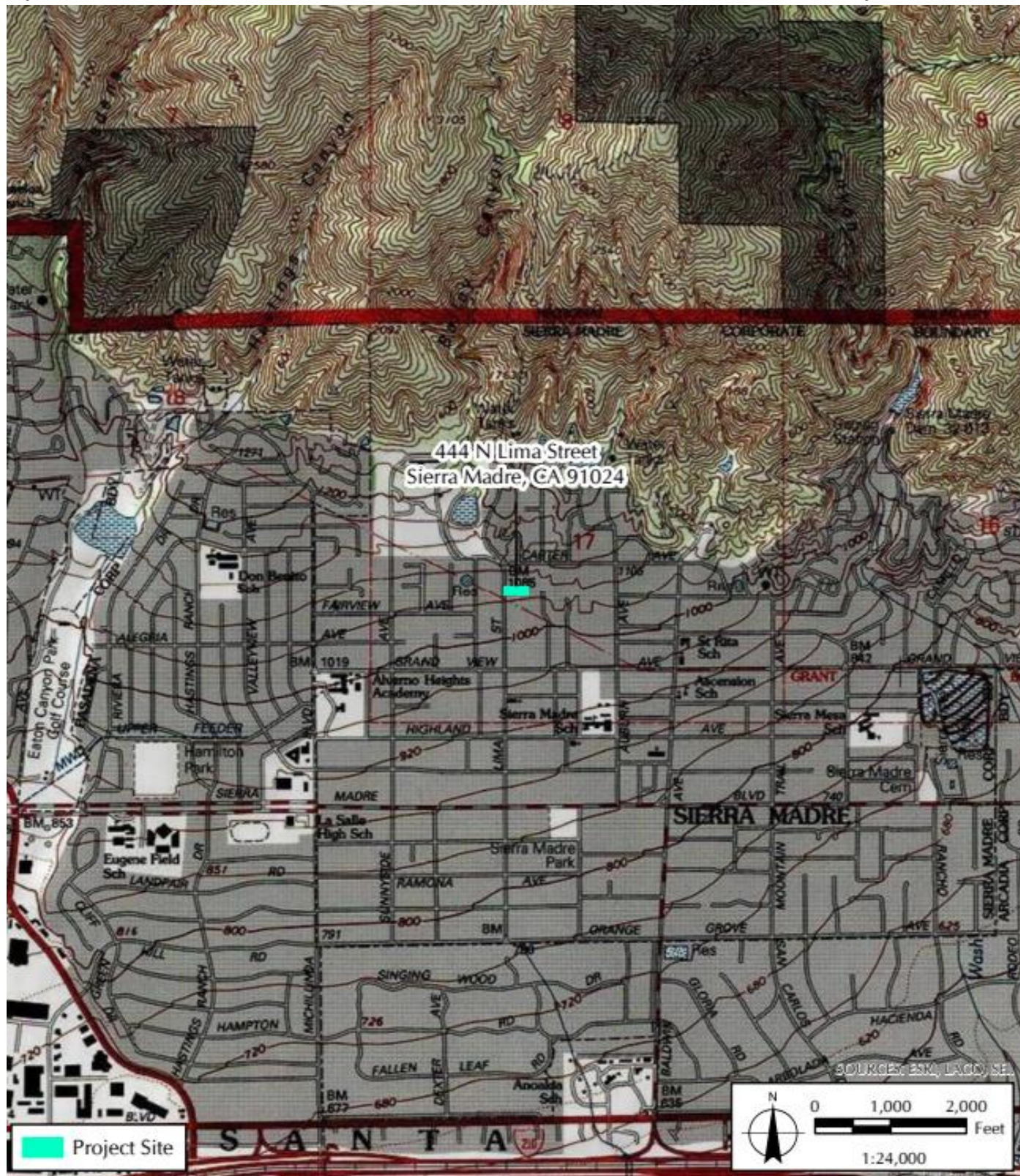
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\*B14. Evaluator: Morgan Thomas  
Sapphos Environmental, Inc.  
430 N Halstead Street  
Pasadena, CA 91107

\*Date of Evaluation: 03/17/2026

(This space reserved for official comments).





# Flintridge Tree Care

2570 E Walnut Street  
Pasadena, CA 91107  
818 952-5300 626 577-8000  
#800390

March 3, 2026

Steve Riboli  
Steve and Sindee Riboli Trust  
444 N Lima Street  
Sierra Madre, CA 91024                      **(APN 5762-028-020)**

RE: Tree Risk Assessment for California Sycamore (*Platanus racemosa*) 20' x 4' x 17" DBH and Coast live oak (*Quercus agrifolia*) 30' x 18' x 20" DBH

## Assignment Purpose

I, Lance E Henry Certified Arborist #WE 0226A @ Flintridge Tree Care hired by Steve Riboli to observe and report on:

Tree #1: California Sycamore (*Platanus racemosa*) 20' x 4' x 17" DBH

Tree #2: Coast live oak (*Quercus agrifolia*) 30' x 18' x 20 DBH

Tree #3: California sycamore(*Platanus racemosa*) 25" DBH to remain

Tree #4: Coast live oak (*Quercus agrifolia*) 24" DBH to remain

Tree #5: Coast live oak (*Quercus agrifolia*) 30" DBH to remain

Tree #6: Coast live oak (*Quercus agrifolia*) 50" DBH to remain

Tree #7: Coast live oak (*Quercus agrifolia*) 8" DBH to remain

## Project Description and Background

It is deemed private trees.

## Square Footage of the Property and Existing Structure

The existing house is approximately 1378 square feet and lot size 30,915 square feet.

## Field Observations

Tree #1: Mature California Sycamore (*Platanus racemosa*) 20' x 4' x 17" DBH not considered a tree characteristic of a stump. Storm damage has eliminated entire limb structures leaving a 20ft trunk. This tree is not viable and an eye sore. Although stumps can grow back to full trees new sprouts may be structurally weak and prone to decay. We recommend removal and replanting for a thriving landscape.

Tree #2: Mature Coast live oak (*Quercus agrifolia*) 30' x 18' x 20 DBH shows signs of rot. This tree is stressed and in irreversible decline. Tree trunk exhibits epicormic growth throughout base to the top of trunk, cracks throughout trunk and base, visible signs of Armillaria (root rot). We recommend immediate removal of subject tree to prevent the spread. This subject tree is in irreversible condition, grade D.

Trees #3 thru #7 will remain in place. As added precaution the following will be adhered to.

- A protective 6ft chain-link fence installed with access gate will be installed before the start of construction (i.e demolition, grading etc).
- No building materials or chemicals of any kind to come in contact with either tree.
- Proper care shall be taken to include sufficient water, irrigation and nutrients as needed.
- Trenching should not impact the root system by using hand tools or air spade.
- Where structural footings, piping, utilities are required, if there is an encounter with any roots over 3" diameter must be must be redirected, contact engineer.
- Keep a natural grade for the health and growth of coastal live oak.
- Arborist should monitor trees as construction continues.

### Recommendations

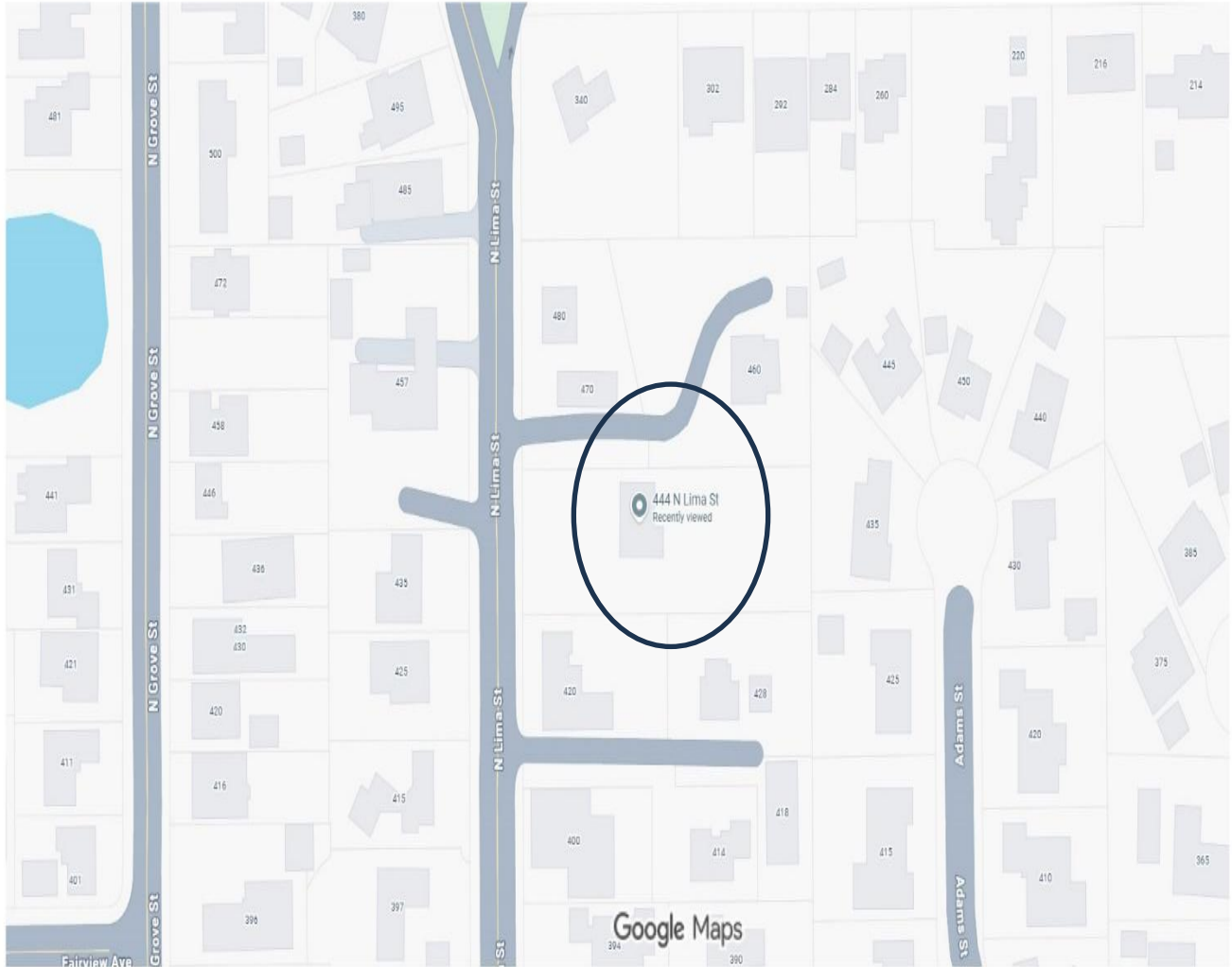
We recommend immediate removal of trees #1 and #2 to minimize risk. The other trees on site will adhere to protect in place plan. Managing tree risk is the decision of the homeowner to determine the level of risk that they are most comfortable. We recommend a landscape design more cohesive and useful.

Sincerely,

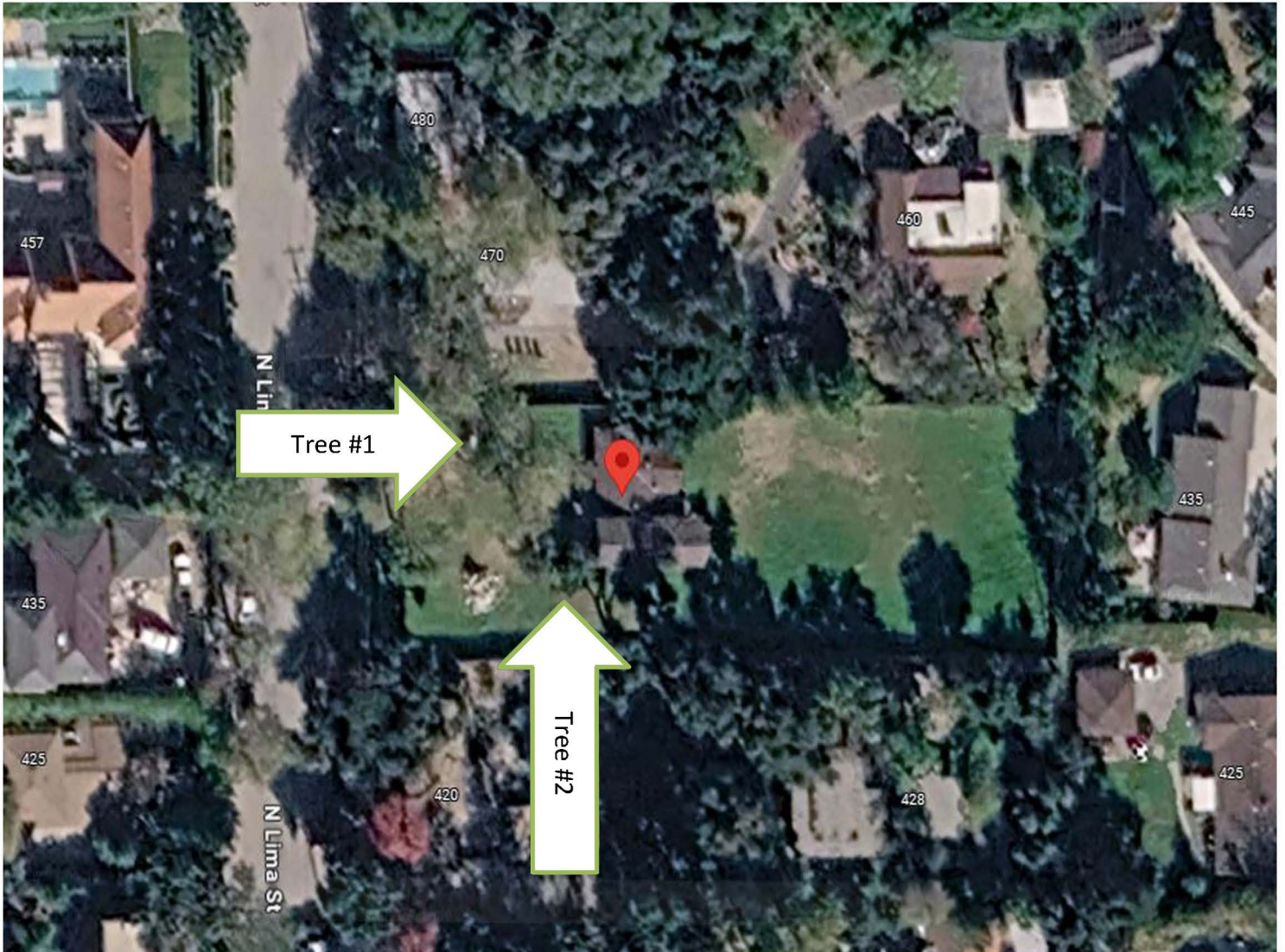


Lance E Henry, Certified Arborist WE 0226A





Imagery ©2026, Map data ©2026 50 ft





Tree #1:  
California Sycamore (*Platanus racemosa*)  
20' x 4' x 17" DBH



North View



West View



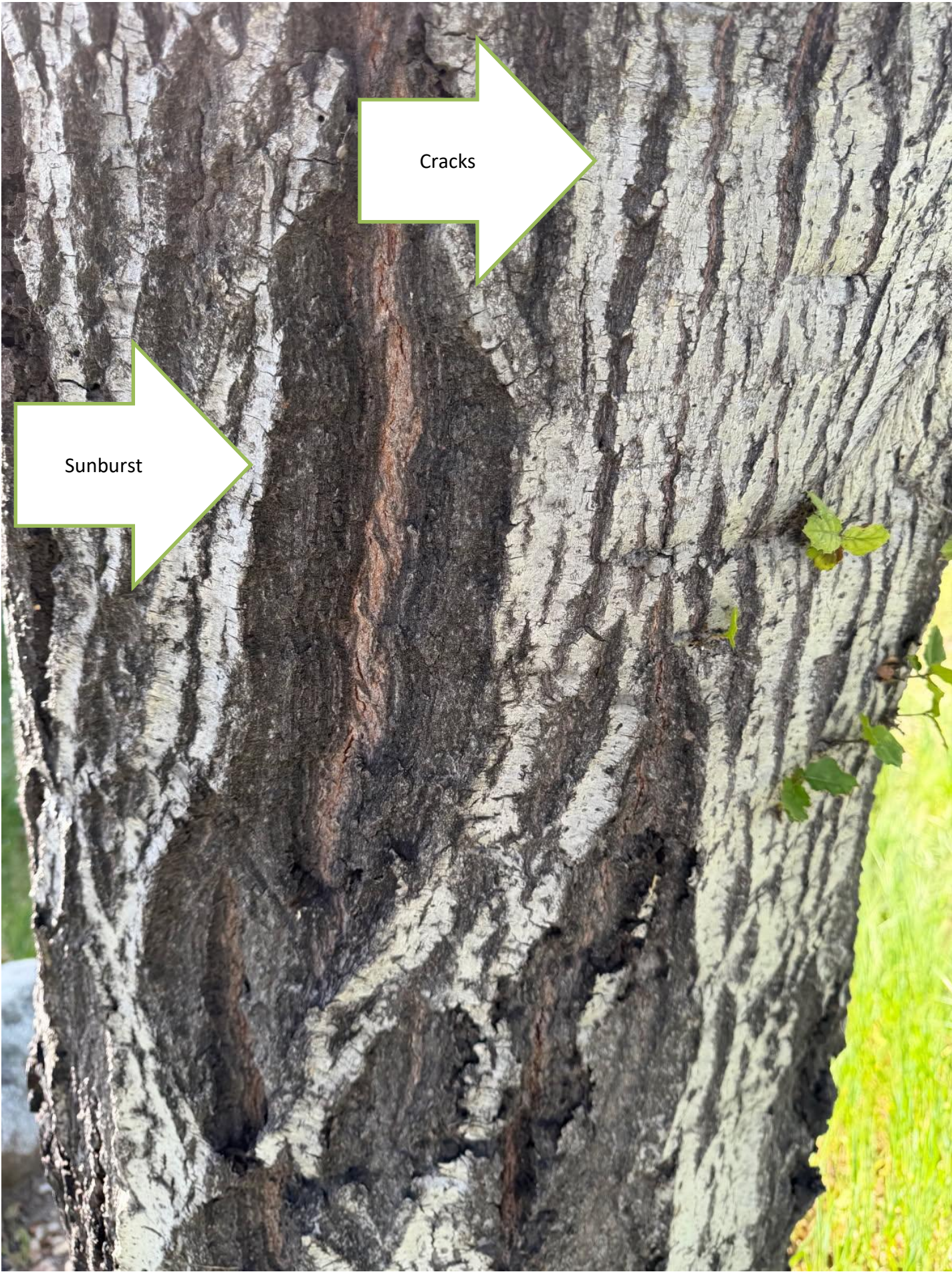
Tree #2:  
Coast live oak (*Quercus agrifolia*)  
30' x 18' x 20 DBH  
North view

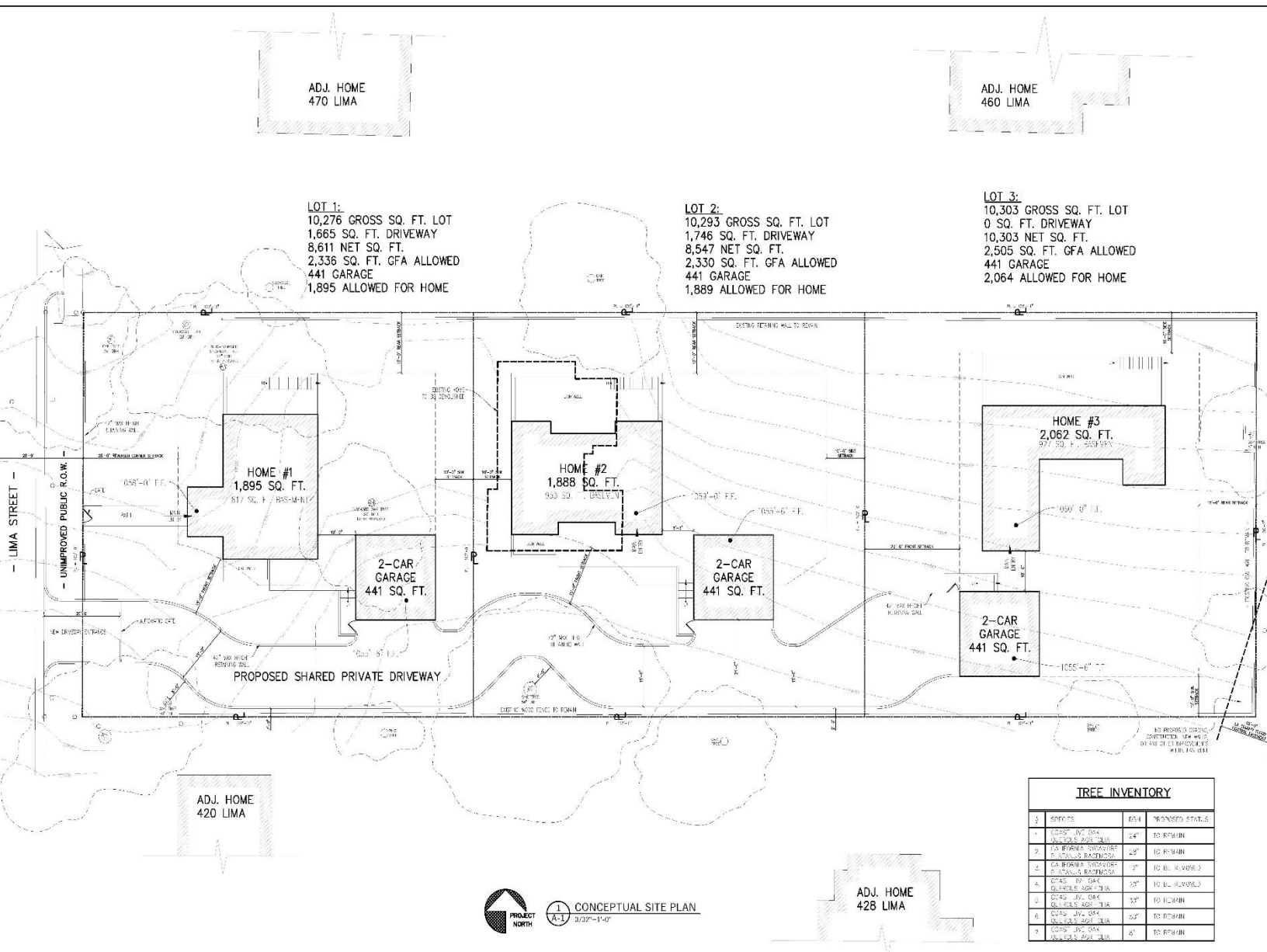


Cankers

Cankers







- Coast live oak 24" DBH to remain
- California sycamore 25" DBH to remain
- Coast live oak 30" DBH to remain
- Coast live oak 50" DBH to remain
- Coast live oak 8" DBH to remain



Tree #3: California sycamore 25" DBH to remain



Tree #4: Coast live oak



Tree #5: West and East view coast live oak Soth side  
of property  
50ft tall x 35ft spread



Tree #6: East view



Tree #7: Coast live oak west view on south side of property

Recording Requested By  
Fidelity National Title Company

**When Recorded Mail to  
And Mail Tax Statements To**

Steve Riboli and Sinee Riboli, Trustees of Steve and Sinee  
Riboli Family Trust  
~~XXXX LIMA STREET~~ 444 N Lima St  
~~XXXX ANGELES CA 91024~~ Sierra Madre, CA  
91403

Escrow No: 150-27505-CS  
Order No: 00311950

APN: 5762-028-003(PREVIOUS)  
Property: 444 North Lima Street, Sierra Madre, CA 91024  
TRA:

SPACE ABOVE IS RESERVED FOR RECORDER'S USE

APN: 5762-028-013 (PREVIOUS)  
NEW APN: 5762-028-020

**GRANT DEED**

The undersigned Grantor(s) Declare(s):  
Documentary Transfer Tax is \$1,870.00 City Tax is \$ -0.00-

Computed on the full value of the interest or property conveyed; or  
 Computed on the full value less value of liens or encumbrances remaining at time of sale  
 Unincorporated Area  City of Sierra Madre

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**Lotfali Shirmohammadi and Mahrokh Eftekhari, husband and wife, as joint tenants**

Hereby grants to

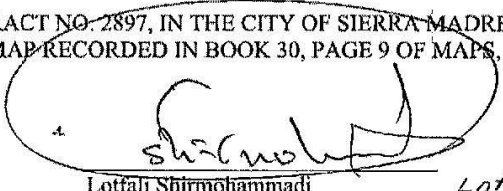
**Steve Riboli and Sinee Riboli, Trustees of Steve and Sinee Riboli Family Trust U/D/T dated December 1, 2001  
and amended and restated April 22, 2012**

the following described real property in the City of Sierra Madre, in the County of Los Angeles, State of California:

LOT(S) 2 AND 23, OF TRACT NO. 2897, IN THE CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 30, PAGE 9 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

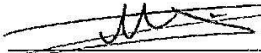
SEE ATTACHED  
EXHIBIT "A"

DATED: July 12, 2021



Lotfali Shirmohammadi

Lotfali Shirmohammadi



Mahrokh Eftekhari

Mahrokh Eftekhari

MAIL TAX STATEMENTS AS DIRECTED ABOVE

# TENTATIVE PARCEL MAP NO. 84764

IN THE CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA  
BEING A SUBDIVISION OF LOTS 2 AND LOT 23 OF TRACT NO. 2897, AS PER MAP RECORDED IN BOOK 30, PAGES 9 OF MAPS, RECORDS OF SAID COUNTY.

FOR SINGLE-FAMILY LOT SUBDIVISION PURPOSES

1/20/2026

**PROJECT SUMMARY:**  
PROPERTY TYPE: SINGLE-FAMILY RESIDENTIAL LOT SUBDIVISION  
ASSessor MAP NO: 076000000  
ZONE: R-1  
EXISTING NUMBER OF DWELLING UNITS: 1  
PROPOSED NUMBER OF DWELLING UNITS: 3  
OCCUPANCY GROUP: R-10  
TYPE OF CONSTRUCTION: NEW  
TOTAL LOT SIZE: 30,872 SF (0.709 AC)  
LOT 1  
LOT 1 GROSS AREA = 10,276 SF (0.236 AC)  
SHARED DRIVEWAY AREA = 1,885 SF  
LOT 1 NET AREA = 8,611 SF (0.198 AC)  
HOUSE AREA = 1,856 SF  
GARAGE AREA = 441 SF

LOT 2  
LOT 2 GROSS AREA = 10,293 SF (0.236 AC)  
SHARED DRIVEWAY AREA = 1,148 SF  
LOT 2 NET AREA = 8,547 SF (0.196 AC)  
HOUSE AREA = 1,886 SF  
GARAGE AREA = 441 SF

LOT 3  
LOT 3 GROSS AREA = 10,303 SF (0.237 AC)  
SHARED DRIVEWAY AREA = 200 SF  
FLOOD CONTROL EASEMENT = 105 SF  
LOT 3 NET AREA = 9,599 SF (0.220 AC)  
HOUSE AREA = 2,064 SF  
GARAGE AREA = 441 SF

**EASEMENTS:**  
FIDELITY NATIONAL TITLE REPORT NO. 1004-622178  
REPORT DATE: OCTOBER 24, 2025  
EASEMENTS FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS RESIDENTIAL IN A DOCUMENTARY RESERVATION BY: E.J. BALDWIN  
PURPOSE: RIGHT OF WAY  
RECORDING NO.: BOOK 78, PAGE 546, OF DEEDS  
AFFECTS: A PORTION OF SAID LAND  
INCIDENTAL THERETO AS CONDEMNED BY AN INSTRUMENT, EN-TITLED: FINAL ORDER OF CONDEMNATION COURT: THE SUPERIOR COURT OF STATE OF CALIFORNIA, CASE NO. 696665  
IN FAVOR OF: COUNTY OF LOS ANGELES  
PURPOSE: FLOOD CONTROL  
RECORDING DATE: OCTOBER 30, 1991  
RECORDING NO.: 1959305, OF OFFICIAL RECORDS  
AFFECTS: A PORTION OF SAID LAND  
EASEMENTS FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS GRANTED IN A DOCUMENTARY RESERVATION TO SOUTHERN CALIFORNIA GASEX COMPANY, A CORPORATION AND CALIFORNIA WATER AND TELEPHONE COMPANY: PUBLIC UTILITIES  
PURPOSE: PUBLIC UTILITIES  
RECORDING DATE: AUGUST 26, 1961  
RECORDING NO.: 18946-15, OFFICIAL RECORDS  
AFFECTS: THE EASTERLY 6 FEET OF SAID LAND

**ABBREVIATIONS:**

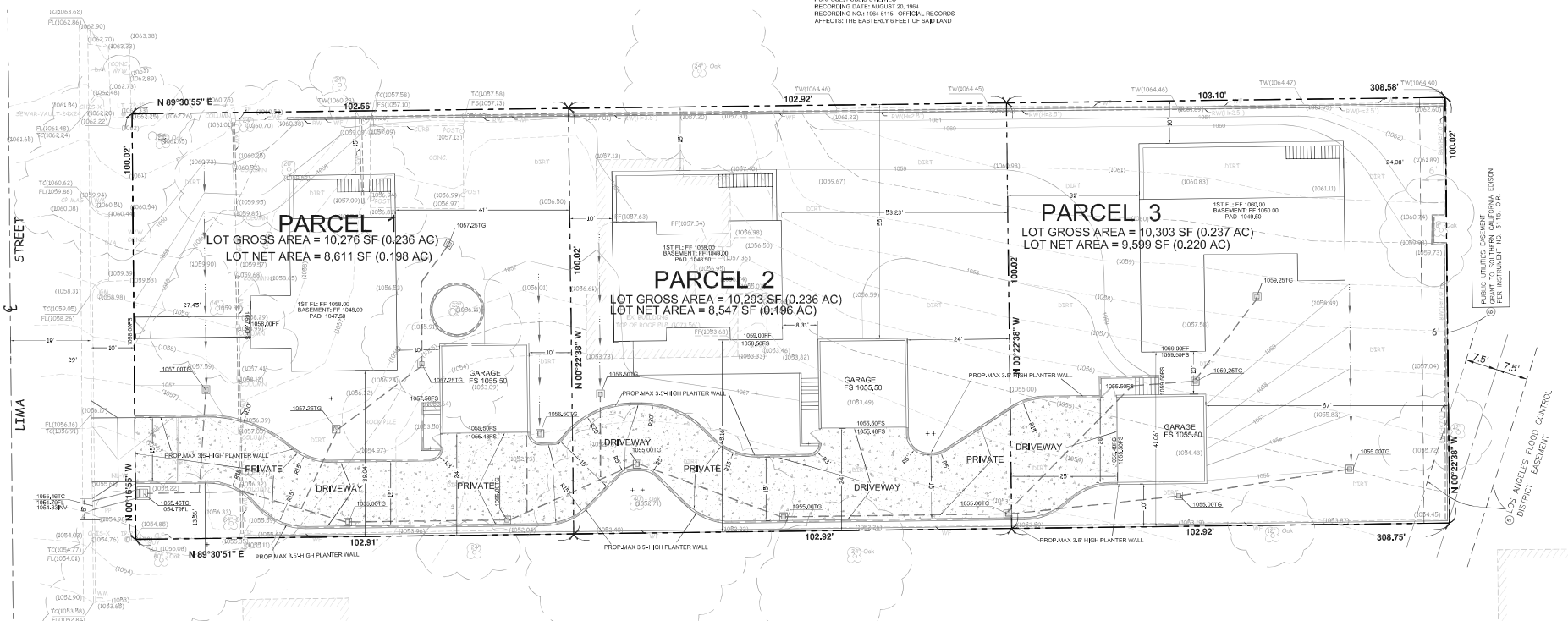
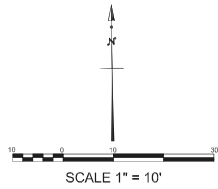
- AC Asphalt Concrete
- CB Chain Basin
- CONC Concrete
- CP Concrete Paving
- EP Erosion Pad
- EX Existing
- FI Fire Hydrant
- FL Flow Line Elevation
- FW Flow Line Elevation
- PA Property Boundary Line
- PL Pavement
- RW Retaining Wall
- SM Sewer Manhole
- SO Sidewalk
- TC Top of Curb Elevation
- THW Top of Retaining Wall Elevation
- TW Top of Wall Elevation
- FG Finish Grade Elevation
- IG Existing Grade Elevation
- FS Finish Surface Elevation
- TC Top of Curb Elevation
- FW Flow Line Elevation
- RV Retaining Wall
- WM Wooded Fence
- VM Water Meter
- TBR To Be Removed
- GV Gas Valve
- PM Parking Meter
- SLV Street Light High Voltage Box
- CLP Chain Link Fence
- CBW Concrete Block Wall
- HW Retaining Height
- HW Wall View Height
- FE Top of Fading Elevation
- VC Vertical Curve

**LEGEND:**

- Existing Elevation
- Chain Link Fence
- Exc. Structure
- Fire Hydrant
- Street Light
- Prop. Street Flow
- Exc. Line
- Exc. Flow Line
- Exc. Tree Diameter
- Chain Basin
- Private Driveway



VICINITY MAP  
TG 565-11 NOT TO SCALE

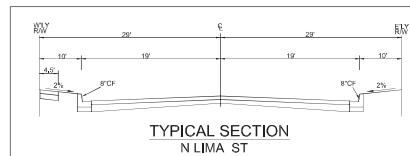


**GROSS FLOOR AREA:**  
ALLOWED = 2,225 SF + 10% OF LOT AREA ABOVE 7,500 SF  
LOT 1 = 2,225 + (8,611 - 7,500) x 0.1 = 2,336 SF ALLOWED  
LOT 2 = 2,225 + (8,547 - 7,500) x 0.1 = 2,330 SF ALLOWED  
LOT 3 = 2,225 + (9,599 - 7,500) x 0.1 = 2,436 SF ALLOWED

**LOT COVERAGE:**  
ALLOWED = 40% OF LOT AREA  
LOT 1 = 8,611 x 0.4 = 3,444 SF ALLOWED  
LOT 2 = 8,547 x 0.4 = 3,419 SF ALLOWED  
LOT 3 = 9,599 x 0.4 = 3,840 SF ALLOWED

**PARKING:**  
TOTAL LIVING AREA < 3,500 SF EACH LOT (NOT INCLUDING GARAGE AREA)  
2 PARKING SPACES REQUIRED FOR EACH LOT

**SETBACK REQUIREMENTS:**  
FRONT: 15'-0"  
REVERSE CORNER SIDE: 25'-0" (FOR FRONT LOT FACING LIMA ST.)  
SIDES: 30% OF LOT WIDTH CUMULATIVE, MIN 10'-0" EASIDE  
REAR: 15'-0"



3rd CHECK  
1/22/2026  
APPROVED AS TO SURVEY RELATED MATTERS AND COMPLIANCE WITH THE SUBDIVISION MAP ACT

**SURVEYOR'S CERTIFICATE:**  
I, THE UNDERSIGNED, BEING A LICENSED SURVEYOR, HAVE CONDUCTED A SURVEY OF THE ABOVE DESCRIBED PROPERTY AND HAVE FOUND THAT THE SAME IS AS SHOWN ON THE ATTACHED MAP AND THAT THE SAME IS IN ACCORDANCE WITH THE SUBDIVISION MAP ACT AND THE SURVEYING ACTS OF THE STATE OF CALIFORNIA.



<b>OWNER:</b> STEVEN AND SINEE RIBOLI 602 ALBURN AVE SIERRA MADRE, CA 91024	<b>LEGAL DESCRIPTION:</b> LOTS 2 AND 23, OF TRACT NO. 2897, IN THE CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 30, PAGE 9 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.	<b>COUNTY OF LOS ANGELES BENCHMARK:</b> B.M. REFERENCE ELEVATION DESCRIPTION 7Y1081 50.537 DRIVEN BM TAG IN NW CORN 3.5 FT S.W. CORN @ 811' CORN CROWN SHAW BLVD @ 147TH ST	<b>SUBMISSION:</b> LAND SURVEY C.E.I. ENGINEERING & DESIGN 135 N. SAN GABRIEL BLVD. SAN GABRIEL, CA 91775 TEL: 626-370-6119 6664-LINK@ceiconsulting.com	<b>TENTATIVE PARCEL MAP NO. 84764</b> SCALE: 1"=10' DATE: 1/22/2026 APRN: 57624-016-000 444 LIMA ST SIERRA MADRE, CA 91024 SHEET 1 OF 1	DRAWN BY: SMITH RECHECKED BY: JF JOB NO.: 240711
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# CITY OF SIERRA MADRE

## CITY COUNCIL SPECIAL MEETING MINUTES

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

**Tuesday, April 14, 2026, 4:30 P.M.**

**City Council Chambers, 232 W. Sierra Madre Blvd.**

### **AMERICANS WITH DISABILITIES ACT**

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 355-7135. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

### **PUBLIC COMMENT & ACCESS**

The Brown Act provides the public with an opportunity to make public comments at any public meeting. As an alternative, public comment may be submitted by e-mail to [publiccomment@sierramadrecal.gov](mailto:publiccomment@sierramadrecal.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.

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

### **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**

Mayor Lowe called the meeting to order at 4:33 pm.

## **ROLL CALL OF CITY COUNCIL MEMBERS**

City Clerk Aguilar called the roll:

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

Also Present: Michael Bruckner, City Manager  
Miguel Hernandez, Assistant City Manager  
Aleks Giragosian, City Attorney  
Laura Aguilar, City Clerk

## **REPORT FROM CITY ATTORNEY REGARDING CLOSED SESSION**

1. **Public Employee Discipline/Dismissal/Release**  
Pursuant to Government Code 54957
2. **Public Employee Discipline/Dismissal/Release**  
Pursuant to Government Code 54957
3. **Conference with Labor Negotiator**  
Pursuant to Government Code 54957.6  
Name of City Negotiator: City Manager  
Unrepresented Employee: City

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

Mayor Lowe opened the podium for public comment.

Two speakers came forward to provide comment:

1. Kylie Coleman
2. Luis Ibarra

Seeing no one else come forward, Mayor Lowe closed Public Comment.

**ADJOURNMENT**

The City Council adjourned to Closed Session.

Minutes taken and typed by:

Minutes Approved by Council Action:

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Laura Aguilar  
City Clerk

---

Kristine Lowe  
Mayor



# CITY OF SIERRA MADRE

## CITY COUNCIL REGULAR MEETING MINUTES

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

**Tuesday, April 14, 2026, 5:30 P.M.**

**City Council Chambers, 232 W. Sierra Madre Blvd.**

### **AMERICANS WITH DISABILITIES ACT**

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 355-7135. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

### **PUBLIC COMMENT & ACCESS**

The Brown Act provides the public with an opportunity to make public comments at any public meeting. As an alternative, public comment may be submitted by e-mail to [publiccomment@sierramadrecal.gov](mailto:publiccomment@sierramadrecal.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.

A copy of the posted agenda and a live video stream of the meeting can be found on the City's website at [sierramadrecal.gov](http://sierramadrecal.gov) , on Foothills Media website at [foothillsmedia.org/sierramadre](http://foothillsmedia.org/sierramadre), and broadcast on Government Access Channel 3 (Spectrum).

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

### **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.

**1. CALL TO ORDER**

Mayor Lowe called the meeting to order at 5:36 pm.

**2. PLEDGE OF ALLEGIANCE AND INSPIRATION**

Mayor Pro Tem Goss led the audience in the Pledge of Allegiance. Afterwards he shared positive messages from three respective websites:

Humanprogress.org  
Sunnyskies.com  
Goodnewsnetwork.com

**3. ROLL CALL OF CITY COUNCIL MEMBERS**

City Clerk Aguilar called the roll:

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

Also Present: Michael Bruckner, City Manager  
Aleks Giragosian, City Attorney  
Laura Aguilar, City Clerk  
Leila Regan, Director of Library and Community Services  
Ted Tegard, Library and Community Services Manager  
Brian Dickinson, Director of Public Works  
James Carlson, Senior Analyst  
Oscar Millan, IT Manager

**4. REPORT FROM CITY ATTORNEY REGARDING CLOSED SESSION**

**City Attorney Giragosian reported that the City Council met in Closed Session on April 14, 2026, to discuss the following:**

**1. Public Employee Discipline/Dismissal/Release**

Pursuant to Government Code 54957

The City Council voted unanimously to dismiss an employee.

2. **Public Employee Discipline/Dismissal/Release**

Pursuant to Government Code 54957

No reportable action was taken.

3. **Conference with Labor Negotiator**

Pursuant to Government Code 54957.6

Name of City Negotiator: City Manager

Unrepresented Employee: City Attorney

No reportable action was taken.

5. **SUPPLEMENTAL INFORMATION FROM CITY CLERK REGARDING AGENDA ITEMS**

City Clerk Aguilar provided no revisions or updates.

6. **REPORTS FROM MAYOR AND CITY COUNCIL (including reports from City Council related to meetings attended at City expense per AB 1234).**

Council Member Kriebs:

Reported that she attended the Wistaria Festival. She ended her report by thanking all the volunteers.

Council Member Parkhurst:

Reported that he attended the Wistaria Festival. Two business owners expressed interest in increasing bicycle parking.

On March 28, 2026, he went to the Eagle Court of Honor, honoring a new Eagle Scout.

On April 2 he attended a Clean Power Alliance Board meeting. A new Board Chair was selected. They discussed a new approach to the Power Ready Program.

On April 4 he attended the Easter Egg Hunt.

Council Member Garcia:

Reported that on April 2, 2026, he attended the Senior Community Commission. They selected the new Older American of the Year. Later that day he attended the Planning Commission meeting. There was a Public Hearing on a public nuisance matter.

On April 3, 2026, attended a ceremony for a former team mate from Arcadia High School. John Speraw was a former UCLA Volleyball Coach and Olympic Volleyball Coach.

Coach Speraw was inducted into the Arcadia Hall of Fame and he had the honor of presenting him with a certificate of recognition.

He also attended the Wistaria Festival. He ended his report by thanking all the organizers of the event.

Mayor Pro Tem Goss:

Reported that he attended the Wistaria Festival. He served as Judge in the Car Show and selected a 1969 Mustang Mach 1 for the Mayor's Award.

On March 30 he attended a meeting of the Community Services Commission. They approved Special Events Permits.

On April 11 he attended a performance at the Sierra Madre Playhouse.

Mayor Lowe:

Reported that on March 25<sup>th</sup> she attended the Los Angeles County Sanitation District 15 meeting. No reportable action was taken.

On March 31 she attended a luncheon with Pasadena and Sierra Madre Community Foundations to identify opportunities for collaboration.

On April 11 she attended a luncheon with Sierra Madre Civic Club.

Later that evening, on April 11, she attended a performance at Sierra Madre Playhouse; A History of the Tango

**7. REPORTS FROM CITY STAFF**

No updates from City staff.

**8. PRESENTATIONS**

**A. Proclamation in Recognition of National Donate Life Month**

Presented to Susan Lesniak from One Legacy

**B. Proclamation in Recognition of National Library Week**

Presented to Library and Community Services Director Regan

**C. Presentation from the Clean Power Alliance on the Power Ready Project**

Presented by Public Works Director Dickinson

**9. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk prior to the start of the meeting. Speakers are generally

limited to three (3) minutes per person and time may not be delegated; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the City Council from the audience is not permitted; all comments addressing the Council must be made from the podium. Persons with a disability who require disability related modifications or accommodations in order to participate in the meeting, including auxiliary aids or services, may request such modification or accommodation from the City

City Clerk Aguilar announced for the record that the City Clerk's Office received two (2) emails for items not on the agenda from Bob Vogel and Deb Sheridan, respectively.

Five (5) speaker Cards were submitted from the following members of the public:

1. Diane Sands, Sierra Madre Historical Preservation Society: announced a presentation on the History of the Mount Wilson Trail Race on April 22 at the Woman's Club at 6:00 pm.
2. Sharil Fukuzaki: Shared her concerns about soil contamination air quality at the Meadows Project.
3. Maria Elena Navarro: shared concerns about the intersection of Park Avenue and Sierra Madre Blvd.
4. Alicia Yao: Spoke on the appeal on February 24. She shared that her husband did not feel that the DeNovo review was not fair and impartial.

On hydrology; her husband submitted a request for public records. He asked for engineer's names and PE license number and a number of questions. The City's response was inadequate.

On Measure M; the City accepted a partial payment from the developer for election costs. He urged the City to recover the remaining payment from NUWI.

5. Steve Heydorff, Chair of Senior Community Commission: Shared updates from the Commission and announced Dane Linton as Sierra Madre's Older American of the Year.

Seeing no one else come forward, Mayor Lowe closed public comment for items not on the agenda.

## **10. CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and can

be acted on by one vote. There will be no separate discussion of these items unless a member of the City Council requests that a specific item be removed from the Consent Calendar for separate discussion and action.

City Clerk Aguilar presented on the following eight reports:

- A. City Council Meeting Minutes from March 24, 2026  
Recommended Action: Approve
  
- B. Resolution No. 26-28 Approval of Warrants for Payment  
Recommended Action: Approve
  
- C. Letter of Support Assembly Bill 2215 (Calderon) – Urban Water Management Planning  
Recommended Action: Approve
  
- D. Memorandum of Understanding with the Sierra Madre Historical Preservation Society  
Recommended Action: Approve
  
- E. Second Reading of Ordinance No. 1492 Regulating Bingo  
Recommended Action: Approve
  
- F. Ratification of Administrative Increase to Purchase Order No. 26-00174 with Transtech Engineers, Inc. for Interim Public Works Project Management  
Recommended Action: Approve
  
- G. Resolution No. 26-27 Adopting the Equipment Rental Rate Provisions of the Caltrans Labor Surcharge and Equipment Rental Rates Manual for Public Works Cost Recovery  
Recommended Action: Approve
  
- H. Resolution No. 26-30 Approving a Supplemental Budget Appropriation from the Water Fund Reserve and Award of Construction Contract to General Pump Company, Inc. for the Well No. 4 Rehabilitation Project (Spec. No. W425/26) in an Amount Not to Exceed \$1,161,374.50  
Recommended Action: Approve

At the conclusion of City Clerk Aguilar's report, the City Council asked staff questions on Consent Items A, D. and H.

Council Member Parkhurst noted a repetitive line in the minutes and requested the duplicate line be stricken from the minutes.

Mayor Lowe opened the podium for public comment.

- A. Leslie Ziff, Sierra Madre Historical Preservation Society: expressed thanks for the work that was put into producing the MOU for the Historical Preservation Society.
- B. Diane Sands, Sierra Madre Historical Preservation Society: also expressed thanks to all those involved in putting together the MOU.

Seeing no one else come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council.

Mayor Lowe asked the Council for a motion.

Council Member Parkhurst made a motion to approve the Consent Calendar with the amendments to the meeting minutes.

Council Member Garcia seconded the motion.

Mayor Lowe called for a vote of the Council:

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

Consent Items A-H were approved by unanimous voice vote.

## 11. DISCUSSION ITEM

### A. Authorization to Initiate a Pilot Program with Uber Transit for Local Transportation Rideshare Services

Recommended Action: Approve

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.

Recommended Action: Provide Direction

The report was presented by Senior Analyst Carlson

At the conclusion of staff's report, Mayor Lowe brought the matter to the City Council for questions.

Mayor Lowe opened the podium for public comment.

Seeing no one come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council for further discussion.

Council Member Kriebs made a motion to initiate a Pilot Program with Uber Transit and authorize the City Manager to execute the agreement.

Mayor Pro Tem Goss seconded the motion.

Mayor Lowe called for a vote of the Council:

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

The motion was passed unanimously.

**B. Report, Discussion, and Direction Regarding Citywide Special Events Policy**

Recommended Action: Provide Direction

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.

Recommended Action: Provide Direction

The report was presented by Library and Community Services Manager Tegart.

At the conclusion of staff's report, Mayor Lowe brought the matter to the City Council for discussion.

Mayor Lowe opened the podium for public comment.

City Clerk Aguilar noted for the record that two (2) emails were received for public comment from Michelle Keith and Chris Cimino, respectively.

Seven (7) speaker cards were received from:

1. Leslie Ziff, Sierra Madre Historical Preservation Society, Friends of the Library, and Chamber of Commerce:
2. Diane Sands Sierra Madre Historical Preservation Society:

3. Jeanne Martin, Friends of the Library
4. Russ Meek, Sierra Madre Girls Softball, and Sierra Madre Events Committee
5. Carol Canterbury, Sierra Madre Events Committee
6. Lindsey McFarlane, Sierra Madre Girls Softball
7. John Capoccia

Seeing no one else come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council.

Council Member Kriebs made a motion to task the Community Services Commission to hold public meetings to gather input from the community and community organizations; categorize the various events, as well as how each of those categories is treated with respect to City support, monetary or otherwise.

Council Member Parkhurst seconded the motion.

Mayor Lowe called for a vote of the Council:

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

The motion was passed unanimously.

- C. **Ordinance No. 1491 Amending Chapters 10.04 (DEFINITIONS), 10.08 (TRAFFIC REGULATIONS), and 10.12 (ADMINISTRATION AND ENFORCEMENT) of Title 10 (VEHICLES AND TRAFFIC) and amending Section 12.24.040 (TRAFFIC REGULATIONS) of Chapter 12.24 (PUBLIC PARKS AND RECREATION CENTERS) of Title 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) of the Sierra Madre Municipal Code– to Define and Regulate Electric Mobility Devices**

Recommended Action: Approve

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.

Recommended Action: Provide Direction

The report was presented by City Attorney Giragosian

At the conclusion of staff's report, Mayor Lowe closed Public Comment and brought the matter to the City Council.

Mayor Lowe opened the podium for public comment.

City Clerk Aguilar noted for the record that no public comment was received in the City Clerk's Office via email.

Seeing no one come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council.

Council Member Kriebs made a motion to approve first reading of Ordinance 1491.

Mayor Pro Tem Goss seconded the motion.

Mayor Lowe called for a vote of the Council:

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

The motion was passed unanimously.

**D. Resolution No. 26-29 Rescinding Resolution No. 26-16 and Provide Direction on Funding the Downtown Parking Study**

Recommended Action: Approve

The report was presented by

Mayor Lowe opened the podium for public comment.

City Clerk Aguilar noted for the record that no public comment was received in the City Clerk's Office via email.

Seeing no one come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council.

Council Member Garcia made a motion to approve Resolution 26-29 and charge staff with looking for alternative funding, outside the General Fund .

Council Member Parkhurst seconded the motion.

Mayor Lowe called for a vote of the Council:

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

Noes: None.

Absent: None.

The motion was passed unanimously.

**8. ITEMS FOR FUTURE AGENDAS**

Mayor Lowe asked the City Council if they wanted to add any items for future meetings. Hearing no response, Mayor Lowe asked for a motion to adjourn the meeting.

**9. ADJOURNMENT**

Mayor Pro Tem Goss moved to adjourn the meeting.

Council Member Kriebs seconded the motion.

Mayor Lowe called for a vote of the Council:

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

Noes: None.

Absent: None.

The meeting was adjourned at 8:44 pm to a Regular City Council meeting scheduled for April 28, 2026.

Minutes taken and typed by:

Minutes Approved by Council:

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City Clerk Laura Aguilar

---

Mayor Kristine Lowe



# CITY OF SIERRA MADRE

## STAFF REPORT

### FINANCE

**DATE:** April 28, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Harry Wong, Director of Finance  
By: William Zaragoza, Accounting Technician

**SUBJECT:** Resolution No. 26-32 Approval of Warrants for Payment

#### **RECOMMENDATION**

It is recommended that the City Council adopt Resolution No. 26-32 and approve payment for the following:

1. **Outstanding Obligated City Warrants:** \$270,455.61
2. **Outstanding Obligated Sierra Madre Library Warrants:** \$9,725.08
3. **Payroll Transfer:** \$567,609.20

#### **SUMMARY**

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.

#### **DISCUSSION & ANALYSIS**

The Warrant Register 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 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.

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 #07) for Date 4/9/26:

- Total Earnings (Salaries) @ \$416,682.87 plus Total Employer Expenses for Benefits @ \$150,926.33 = Total @ \$567,609.20

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

**STRATEGIC PLAN RELATIONSHIP**

None.

**ENVIRONMENTAL ANALYSIS**

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.

**FISCAL IMPACT**

There is no fiscal impact as a result of the recommended action.

Approved by:



---

Michael Bruckner  
City Manager

**Attachments**

[Attachment 1 - Resolution No. 26-32](#)

[Attachment 2 - Register 26-32](#)

[Attachment 3 - Warrant Register 26-32](#)

**RESOLUTION NUMBER 26-32**

**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 \$270,455.61; Sierra Madre Library Warrants in the aggregate amount of \$9,725.08; and Payroll Transfer in the aggregate amount of \$567,609.20 for the fiscal year ending June 30, 2026.

**APPROVED AND ADOPTED** this 28<sup>th</sup> day of April 2026.

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Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 26-32 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 28<sup>th</sup> day of April 2026.

AYES:

NOES:

ABSTAIN:

ABSENT:

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City Clerk, City of Sierra Madre, California

**City of Sierra Madre  
Department of Finance  
Warrant Register Recap  
City Council Meeting of April 28, 2026**

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

City of Sierra Madre Warrants .....	\$270,455.61
Sierra Madre Library Warrants.....	\$9,725.08
Payroll Transfer.....	\$567,609.20

**Warrant Register Post Date 4/28/26****Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY25/26	General Warrants	\$256,681.52	1-4
FY25/26	General Manual Warrant	\$13,774.09	5-7
	Total	\$270,455.61	

FY25/26	Library Warrant	\$9,628.66	8
FY25/26	Library Manual Warrant	\$96.42	9
	Total	\$9,725.08	

Pay Date:			
4/9/2026	Payroll #07	\$567,609.20	10
	From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.		
	Total	\$567,609.20	



Packet: APPKT08627 - GEN 4/28/26  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/21/2026

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<a href="#">1484</a>	ALLIANT INSURANCE SERVICES				<b>702.00</b>
APBWEST	Check	<a href="#">3470209</a>	EVENT INSURANCE	10000.79007.52999	702.00
<a href="#">0433</a>	ALLSTAR FIRE EQUIPMENT, INC.				<b>3,561.51</b>
APBWEST	Check	<a href="#">269933</a>	FY 25/26 Suppression and EMS Safety Equipmen	10000.61000.53300	384.54
		<a href="#">270748</a>	FY 25/26 Suppression and EMS Safety Equipmen	10000.61000.53300	576.64
		<a href="#">270813</a>	FY 25/26 Suppression and EMS Safety Equipmen	10000.61000.53300	579.85
		<a href="#">271087</a>	FY 25/26 Suppression and EMS Safety Equipmen	10000.61000.53300	340.37
		<a href="#">271088</a>	FY 25/26 Suppression and EMS Safety Equipmen	10000.61000.53300	206.35
		<a href="#">271245</a>	FY 25/26 Suppression and EMS Safety Equipmen	10000.61000.53300	739.91
		<a href="#">271604</a>	FY 25/26 Suppression and EMS Safety Equipmen	10000.61000.53300	733.85
<a href="#">VEN03454</a>	AMAZON CAPITAL SERVICES				<b>2,090.93</b>
APBWEST	Check	<a href="#">19D1-J7YD-3HTR</a>	MISC SUPPLIES 3/30/26 - 4/12/26	37006.72000.53999	87.85
		<a href="#">1CH1-V1V1-4FH7</a>	MISC SUPPLIES 3/30/26 - 4/12/26	10000.50000.53100	100.33
		<a href="#">1CLQ-PLLC-WJLC</a>	MISC SUPPLIES 3/16/26 - 3/29/26	10000.50000.53304	601.65
		<a href="#">1DR9-7T3Y-33XT</a>	MISC SUPPLIES 3/30/26 - 4/12/26	60003.30000.53103	846.55
		<a href="#">1JQG-6K4X-V3L1</a>	MISC SUPPLIES 3/16/26 - 3/29/26	10000.83500.53206	46.38
		<a href="#">1NJG-4QFY-43XK</a>	MISC SUPPLIES 3/30/26 - 4/12/26	37006.72000.53999	46.81
		<a href="#">1NXT-JTCR-1VKW</a>	MISC SUPPLIES 3/30/26 - 4/12/26	10000.61000.53300	40.04
		<a href="#">1QPY-HGOJ-WQFP</a>	MISC SUPPLIES 3/16/26 - 3/29/26	37006.72000.53999	92.21
		<a href="#">1RGT-QKGT-RT9J</a>	MISC SUPPLIES 3/16/26 - 3/29/26	60001.83200.53200	229.11
<a href="#">VEN04248</a>	AMY HSU				<b>508.60</b>
APBWEST	Check	<a href="#">INV043848</a>	TRAVEL REIMB: CAPIO - CAL OS EMERGY. COMM	10000.61000.52205	508.60
<a href="#">1464</a>	ARCADIA PARTY RENTALS INC				<b>643.00</b>
APBWEST	Check	<a href="#">24470</a>	EVENT EQUIPMENT RENTAL	10000.79007.52999	643.00
<a href="#">1552</a>	ARNOLD'S FRONTIER HARDWARE - Fire				<b>29.82</b>
APBWEST	Check	<a href="#">118927</a>	MISC. SUPPLIES	10000.61000.53204	29.82
<a href="#">0122</a>	ARNOLD'S FRONTIER HARDWARE - PW				<b>238.31</b>
APBWEST	Check	<a href="#">118604</a>	FY 25/26 WATER DEPT. MAINTENANCE SUPPLIES	71000.81100.53200	13.65
		<a href="#">118708</a>	FY 25/26 PARK MAINTENANCE SUPPLIES	10000.83300.53001	138.71
		<a href="#">118804</a>	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	20.97
		<a href="#">118842</a>	FY 25/26 WATER DEPT. MAINTENANCE SUPPLIES	71000.81100.53200	18.63
		<a href="#">118847</a>	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	20.97
		<a href="#">118871</a>	FY 25/26 MAINTENANCE SUPPLIES	60001.83200.53200	25.38
<a href="#">1200</a>	BLUE DIAMOND MATERIALS				<b>557.11</b>
APBWEST	Check	<a href="#">4493713</a>	MAINT. SUPPLIES	71000.81100.53206	557.11
<a href="#">VEN04557</a>	CALIFORNIA CONSULTING INC				<b>4,600.00</b>
APBWEST	Check	<a href="#">7852</a>	4/1/26 - 4/30/26 GRANT CONSULTING SERVICES	10000.32000.52200	4,600.00
<a href="#">VEN04372</a>	CAR DR. MOBILE				<b>2,246.37</b>
APBWEST	Check	<a href="#">6572</a>	REPAIRS TO FORD F-350	60000.83100.53208	2,246.37
<a href="#">VEN04198</a>	CHRIS BERTRAND				<b>1,135.00</b>
APBWEST	Check	<a href="#">INV043849</a>	REIMB: TRAINING COURSES REIMBURSEMENT	10000.61000.52205	1,135.00
<a href="#">VEN03855</a>	CITIG INC				<b>1,608.75</b>
APBWEST	Check	<a href="#">41145</a>	ABSOLUTE SECURE EDGE LIC. 12 MONTH	60003.30000.53503	1,200.00
		<a href="#">41531</a>	REMOTE SUPPORT	60003.30000.52100	408.75
<a href="#">1087</a>	CITY OF ARCADIA				<b>8,740.00</b>
APBWEST	Check	<a href="#">26-01</a>	1/1/26 - 3/31/26 Battalion Chief Services	10000.61000.52100	8,740.00
<a href="#">1121</a>	COLANTUONO, HIGHSMITH & WHATLEY, PC				<b>49,196.57</b>
APBWEST	Check	<a href="#">70147</a>	MAR 2026 LEGAL SRVCS-RETAINER: GENERAL AD	10000.21000.52201	9,040.50
				71000.81100.52201	1,937.25
				72000.32000.52201	1,937.25
		<a href="#">70148</a>	MAR 2026 LEGAL SRVCS: CITY CLERK	10000.21000.52201	1,215.00
		<a href="#">70149</a>	MAR 2026 LEGAL SRVCS: LABOR/EMPLOYMENT	60007.70100.52201	568.57
		<a href="#">70151</a>	MAR 2026 LEGAL SRVCS: CODE ENFORCEMENT	10000.40000.52201	1,863.00
		<a href="#">70152</a>	MAR 2026 LEGAL SRVCS: MISCELLANEOUS LITIG/	10000.21000.52201	810.00

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	<a href="#">70153</a>	MAR 2026 LEGAL SRVCS: MATER DOLORSA DEVE	10000.40000.52201	2,300.00
		<a href="#">70154</a>	MAR 2026 LEGAL SRVCS: V. SOUTHERN CA. EDIS	(10000.21000.52201	1,517.00
		<a href="#">70155</a>	MAR 2026 LEGAL SRVCS: EATON FIRE RESPONSE	10000.21000.53998	945.00
		<a href="#">70156</a>	MAR 2026 LEGAL SRVCS: ADV. SOUTHERN CA. EC	10000.21000.52201	8,055.00
		<a href="#">70372</a>	MAR 2026 LEGAL SRVCS: SPECIAL COUNSEL	10000.21000.52201	18,630.00
		<a href="#">70373</a>	MAR 2026 LEGAL SRVCS: ENVIRONMENTAL LEGA	10000.40000.52201	378.00
<a href="#">1167</a>	COMMUNITY MEDIA OF THE FOOTHILLS				<b>2,547.16</b>
APBWEST	Check	<a href="#">055</a>	APRIL 2026 TELECAST OF CITY MEETINGS	60003.30000.52100	2,547.16
<a href="#">VEN04042</a>	CONCENTRA HEALTH SERVICES INC				<b>90.00</b>
APBWEST	Check	<a href="#">19025424</a>	BUNDLE FEE	60007.70100.52106	90.00
<a href="#">VEN02953</a>	CPACINC.COM				<b>120.11</b>
APBWEST	Check	<a href="#">SI-1302731</a>	ADOBE ACROBAT PRO SUBS	60003.30000.53503	120.11
<a href="#">1181</a>	DELTA DISTRIBUTING				<b>716.04</b>
APBWEST	Check	<a href="#">174009</a>	FY 25/25 JANITORIAL SUPPLIES	60001.83200.53200	716.04
<a href="#">VEN04105</a>	DR. ANGELICA LOZA-GOMEZ M.D., PC.				<b>992.00</b>
APBWEST	Check	<a href="#">45</a>	MARCH 2026 Medical Director Services	10000.64000.52200	992.00
<a href="#">1462</a>	FASCHING'S CAR WASH				<b>562.96</b>
APBWEST	Check	<a href="#">SEPT2025/JAN2026</a>	PD CAR WASH 9/16/26-1/25/26	10000.50000.52200	562.96
<a href="#">VEN01424</a>	FORENSIC NURSE RESPONSE TEAM				<b>2,300.00</b>
APBWEST	Check	<a href="#">03-23-26</a>	SART EXAM	10000.50000.53304	2,300.00
<a href="#">1639</a>	GMS ELEVATOR SERVICES INC				<b>135.00</b>
APBWEST	Check	<a href="#">129416</a>	MONTHLY SERVICE	60001.83200.52200	135.00
<a href="#">0241</a>	HINDERLITER, DE LLAMAS & ASSOC				<b>652.96</b>
APBWEST	Check	<a href="#">SIN060944</a>	Q1 2026 SERVICES/SALES TAX (1/26-3/26)	60002.30000.52100	300.00
		<a href="#">SIN061194</a>	Q1 2026 SERVICES/TRANSACTIONS TAX (1/26-3/	60002.30000.52100	352.96
<a href="#">VEN03474</a>	ICMA				<b>2,400.00</b>
APBWEST	Check	<a href="#">664819 2026</a>	ANNUAL MEMBERSHIP RENEWAL FY 26/27 BRU	60002.30000.53409	1,200.00
		<a href="#">979897 2026</a>	ANNUAL MEMBERSHIP RENEWAL FY 26/27 HERN	60007.70100.53402	1,200.00
<a href="#">VEN03424</a>	JOHNSON INVESTIGATIONS				<b>1,300.00</b>
APBWEST	Check	<a href="#">2026-03</a>	PD Background Investigations	60007.70101.52100	1,300.00
<a href="#">1185</a>	KEYSTONE UNIFORM				<b>1,143.34</b>
APBWEST	Check	<a href="#">071221</a>	UNIFORMS	10000.50000.53303	24.31
		<a href="#">071727</a>	UNIFORMS	10000.50000.53303	513.49
		<a href="#">071779</a>	UNIFORMS	10000.50000.53303	605.54
<a href="#">0934</a>	L.N. CURTIS & SONS				<b>525.00</b>
APBWEST	Check	<a href="#">INV1053123</a>	FD EQUIPMENT	10000.61000.53300	525.00
<a href="#">0515</a>	LANDSCAPE WAREHOUSE				<b>643.35</b>
APBWEST	Check	<a href="#">2604-619142</a>	FY 25/26 MAINTENACNE SUPPLIES	10000.83300.53001	487.14
		<a href="#">2604-621174</a>	FY 25/26 MAINTENANCE SUPPLIES	10000.83300.53001	156.21
<a href="#">VEN04103</a>	LEXISNEXIS RISK SOLUTIONS				<b>202.50</b>
APBWEST	Check	<a href="#">1300268222</a>	MARCH 2026 LE Investigative and Analysis sytem	10000.50000.52200	202.50
<a href="#">0640</a>	LIFE-ASSIST INC.				<b>1,879.28</b>
APBWEST	Check	<a href="#">2091854</a>	FY 25/26 EMS Medical Supplies	10000.64000.53300	608.00
		<a href="#">2096332</a>	FY 25/26 EMS Medical Supplies	10000.64000.53300	1,074.44
		<a href="#">2096454</a>	FY 25/26 EMS Medical Supplies	10000.64000.53300	51.33
		<a href="#">2102008</a>	FY 25/26 EMS Medical Supplies	10000.64000.53300	145.51
<a href="#">VEN04515</a>	MARIPOSA LANDSCAPES INC				<b>13,887.44</b>
APBWEST	Check	<a href="#">119149</a>	MARCH 2026 LANDSCAPE MAINTENANCE	10000.83300.52200	7,915.84
				32012.83000.52200	4,443.98
				60001.83200.52200	1,527.62
<a href="#">VEN04610</a>	MASTER'S REFRESHMENT SERVICES LLC				<b>115.24</b>
APBWEST	Check	<a href="#">0000000412775</a>	REV. OSMOSIS WATER PURIFICATION SYSTEM	10000.50000.53100	115.24
<a href="#">1608</a>	MUNICIPAL MAINTENANCE EQUIP IN				<b>9,188.18</b>
APBWEST	Check	<a href="#">045324</a>	REPAIR AND MAINTENANCE TO VACCON TRUCK	60000.83100.53208	9,188.18
<a href="#">1642</a>	NBS				<b>1,518.90</b>
APBWEST	Check	<a href="#">202603-1671</a>	7/1/25 - 9/30/25 PROFF. SERVICE	32012.83000.52200	1,518.90
<a href="#">VEN04007</a>	OCCUPATIONAL HEALTH CENTERS OF CA				<b>481.00</b>
APBWEST	Check	<a href="#">90364930</a>	PRE-EMPLOYMENT EXAM	60007.70100.52106	252.00
		<a href="#">90442007</a>	PRE-EMPLOYMENT EXAM	60007.70101.52106	229.00
<a href="#">0323</a>	PASADENA HUMANE SOCIETY				<b>4,703.57</b>
APBWEST	Check	<a href="#">APR2026CtySM</a>	APRIL 2026 Animal Control Services	10000.50000.52004	4,703.57

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<a href="#">0124</a>	PATTON SALES CORP.				<b>219.90</b>
APBWEST	Check	<a href="#">5169863</a>	MISC SUPPLIES	60001.83200.53205	219.90
<a href="#">0332</a>	PETTY CASH FUND-ADMIN				<b>41.14</b>
APBWEST	Check	<a href="#">INV043851</a>	POSTAGE - 1099 FILING	60002.31100.53101	28.72
		<a href="#">INV043852</a>	1099 FORM	60002.30000.53102	12.42
<a href="#">VEN01608</a>	PHOENIX GROUP INFORMATION SYSTEMS				<b>2,193.21</b>
APBWEST	Check	<a href="#">022026200</a>	FEB 2026 Phoenix Parking Contract	10000.50000.52200	2,193.21
<a href="#">VEN04618</a>	POTENTIAL ELECTRICAL DESIGN SERVICES				<b>2,440.66</b>
APBWEST	Check	<a href="#">INV043850</a>	REFUND: TEMP. WATER METER RENTAL DEPOSIT	71000.00000.23004	2,440.66
<a href="#">0338</a>	PRUDENTIAL OVERALL SUPPLY				<b>280.04</b>
APBWEST	Check	<a href="#">52965102</a>	FY 25/26 PUBLIC WORKS UNIFORMS	60001.83200.53303	140.02
		<a href="#">52966803</a>	FY 25/26 PUBLIC WORKS UNIFORMS	60001.83200.53303	140.02
<a href="#">VEN04165</a>	R&A TANK TECHNOLOGIES LLC				<b>900.00</b>
APBWEST	Check	<a href="#">2026-0347</a>	AQMD VAPER RECOVERY TEST	60000.83100.55001	900.00
<a href="#">VEN02937</a>	RCI IMAGE SYSTEMS				<b>300.00</b>
APBWEST	Check	<a href="#">77836</a>	MARCH 2026 RCI IMAGING SYSTEMS	10000.40000.52200	300.00
<a href="#">VEN03177</a>	RELIABLE BUILDING MAINTENANCE LLC				<b>15,800.00</b>
APBWEST	Check	<a href="#">1172</a>	INTERIOR PAINT PATCH AND REPAIRS AT POLICE	60001.83200.56010	2,550.00
		<a href="#">1173</a>	INTERIOR PAINT PATCH AND REPAIRS AT POLICE	60001.83200.56010	2,300.00
		<a href="#">1175</a>	INTERIOR PAINT PATCH AND REPAIRS AT POLICE	60001.83200.56010	7,700.00
		<a href="#">1177</a>	APRIL 2026 JANITORIAL SERVICES	60001.83200.52200	3,250.00
<a href="#">1443</a>	SHRED-IT USA LLC				<b>498.17</b>
APBWEST	Check	<a href="#">8013950687</a>	MARCH 2026 Document shredding service	10000.50000.52200	498.17
<a href="#">0362</a>	SIERRA GLASS & MIRROR				<b>585.00</b>
APBWEST	Check	<a href="#">32569</a>	BUILD. MAINTENANCE - HART PARK HOUSE	60001.83200.52200	585.00
<a href="#">VEN03154</a>	SPECTRUM TIMING SERVICES				<b>2,400.00</b>
APBWEST	Check	<a href="#">2026-046</a>	MWTR TIMING SERVICES	10000.79007.52999	2,400.00
<a href="#">VEN01027</a>	STUBBIES				<b>37.57</b>
APBWEST	Check	<a href="#">25554</a>	PORT AUTHORITY SNAPBACK TRUCKER CAP	60007.70100.53999	37.57
<a href="#">VEN02444</a>	SUPERIOR COURT OF CA, CO OF L. A.				<b>1,809.50</b>
APBWEST	Check	<a href="#">FEB2026</a>	FEB 2026 Citation Revenue distribution	10000.50000.52200	1,809.50
<a href="#">VEN02014</a>	SUSAN SAXE CLIFFORD, Ph.D. APC.				<b>900.00</b>
APBWEST	Check	<a href="#">26-0406-1</a>	Psychological Evaluation	60007.70101.52100	450.00
		<a href="#">26-0413-4</a>	Psychological Evaluation	60007.70101.52100	450.00
<a href="#">1245</a>	THE WORKSHOP				<b>376.81</b>
APBWEST	Check	<a href="#">75680</a>	MT. WILSON TRAIL RACE POST CARD	10000.79007.52999	174.59
		<a href="#">75704</a>	MT. WILSON TRAIL RACE POSTERS	10000.79007.52999	202.22
<a href="#">VEN04278</a>	TRUE POLYGRAPH LLC				<b>750.00</b>
APBWEST	Check	<a href="#">1162</a>	SIERRA MADRE PRE EMPLOYMENT TEST	60007.70101.52100	750.00
<a href="#">VEN04209</a>	TSK ARCHITECTS				<b>5,050.00</b>
APBWEST	Check	<a href="#">107234</a>	NOV 2025 ARCHITECT SERVICES - LIZZIES TRAIL	IN27001.83200.56010	291.29
				60001.83200.56010	58.71
		<a href="#">107867</a>	JAN 2026 ARCHITECT SERVICES - LIZZIES TRAIL	IN27001.83200.56010	3,911.61
				60001.83200.56010	788.39
<a href="#">1799</a>	TYLER TECHNOLOGIES INC				<b>8,803.75</b>
APBWEST	Check	<a href="#">025-548331</a>	JAN-MAR 2026 Insite Transaction fee/BP, BL, anc	60003.30000.52200	10.00
				71000.32000.52200	7,035.00
				72000.32000.52200	1,758.75
<a href="#">VEN04104</a>	UCLA CENTER FOR PREHOSPITAL CARE				<b>1,217.76</b>
APBWEST	Check	<a href="#">3013-1550</a>	APRIL 2026 Nurse Educator Services	10000.64000.52200	1,217.76
<a href="#">VEN02666</a>	V & V MANUFACTURING INC				<b>235.09</b>
APBWEST	Check	<a href="#">64326</a>	SM PD BADGE	10000.50000.53303	162.22
		<a href="#">64357</a>	PD #223 CHANGE TO RESERVE OFFICER RETIRED	10000.50000.53303	72.87
<a href="#">0158</a>	VULCAN MATERIALS COMPANY				<b>676.68</b>
APBWEST	Check	<a href="#">6101378</a>	COLD MIX	71000.81100.53206	676.68
<a href="#">0335</a>	WATERLINE TECHNOLOGIES				<b>1,557.67</b>
APBWEST	Check	<a href="#">5779307</a>	FY 25/26 CHLORINE GAS SUPPLIES	71000.81100.53209	1,557.67
<a href="#">VEN04619</a>	WESLEY STANTON				<b>119.00</b>
APBWEST	Check	<a href="#">INV043853</a>	REFUND: MEMORIAL SERV. RECEPTION WESTSID	10000.00000.47023	119.00
<a href="#">VEN04577</a>	WESTERN AV				<b>10,417.14</b>
APBWEST	Check	<a href="#">23703</a>	CABLECAST INTEGRATION PROJECT	60003.30000.56009	7,385.30

Vendor Number	Vendor Name				Vendor Total	
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	
0426	APBWEST	Check	<a href="#">23736</a>	CABLECAST INTEGRATION PROJECT	60003.30000.56009	3,031.84
				WESTERN WATER WORKS		<b>10,440.60</b>
0425	APBWEST	Check	<a href="#">1281802-00</a>	FY 25/26 WATER DISTRIBUTION SUPPLIES	71000.81100.53200	1,585.57
			<a href="#">1282068-00</a>	FY 25/26 WATER DISTRIBUTION SUPPLIES	71000.81100.53200	3,771.58
			<a href="#">1282242-00</a>	FY 25/26 WATER DISTRIBUTION SUPPLIES	71000.81100.53200	983.89
			<a href="#">1282243-00</a>	FY 25/26 WATER DISTRIBUTION SUPPLIES	71000.81100.53200	4,099.56
						<b>66,669.83</b>
0425	APBWEST	Check	<a href="#">002-36632</a>	JAN 2026 FIRE PLAN CHECK	10000.40000.52100	3,469.82
			<a href="#">002-36763</a>	NOV 2025 PLAN CHECK AND INSPECTIONS	10000.40000.52100	60,505.01
			<a href="#">00714846R1</a>	JAN 2026 CDBG GRANT FOR MHRP PROGRAM	38002.83200.52100	2,695.00
<b>Report Total:</b>					<b>256,681.52</b>	



Packet: APPKT08619 - GEN MAN 4/28/26  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/14/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<a href="#">0220</a>	GEM PLUMBING				<b>2,469.00</b>
APBWEST	Check	<a href="#">173655</a>	EMERGENCY REPAIR NEW PRESSURE REGULATO	60001.83200.52301	2,469.00
<a href="#">1497</a>	MOUNTAIN VIEWS NEWS				<b>2,706.01</b>
APBWEST	Check	<a href="#">CM202304181</a>	PUBLICATION OF MAR 2026 ELECTION. & DS NO	10000.12000.52206	435.08
				10000.40000.52206	2,270.93
<b>Report Total:</b>					<b>5,175.01</b>



Packet: APPKT08614 - GEN MAN 4/28/26  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/10/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<a href="#">0461</a>	AARDVARK				<b>1,118.95</b>
APBWEST	Check	<a href="#">S09142</a>	TACTICAL EQUIP. GRENADIER PACK (2)	25001.50000.56009	1,118.95
<a href="#">0856</a>	PVP COMMUNICATIONS, INC.				<b>2,867.48</b>
APBWEST	Check	<a href="#">138062</a>	PD Motorcycle Helmet	10000.56000.56009	2,867.48
<b>Report Total:</b>					<b>3,986.43</b>



Packet: APPKT08610 - GEN MAN 4/28/26  
 Vendor Set: 01 - Vendor Set 01

Check Date: 04/09/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<a href="#">VEN02208</a>	CALIFORNIA BUILDING STANDARDS COMMISSION				<b>115.20</b>
APBWEST	Check	<a href="#">JAN-MAR 2026</a>	JAN-MAR 2026 BLDING STND ADMIN SPECIAL RE10000.00000.23207		115.20
<a href="#">1681</a>	DEPT OF CONSERVATION				<b>398.60</b>
APBWEST	Check	<a href="#">JAN-MAR 2026</a>	JAN-MAR 2026 STRONG MOTION & HAZ. MAP FE10000.00000.23206		398.60
<a href="#">0833</a>	HOME DEPOT				<b>4,098.85</b>
APBWEST	Check	<a href="#">1812320</a>	1502 - FACILITIES SUPPLIES	60001.83200.53200	131.12
		<a href="#">3381459</a>	1502 - SEWER DEPT - TOOLS & SUPPLIES	72000.81200.53205	133.19
		<a href="#">4010023</a>	1502 - MEMORIAL PARK/EAGLE PROJECT	60001.83200.53200	64.33
		<a href="#">4559862</a>	1502 - WATER/FLEET SUPPLIES	71000.81100.53205	38.43
		<a href="#">46166</a>	6422 - FACILITIES SUPPLIES	60001.83200.53200	217.03
		<a href="#">5047163</a>	1502 - WATER DEPT SUPPLIES/SMALL TOOLS	71000.81100.53205	603.12
		<a href="#">5823485</a>	6422 - FACILITIES SMALL TOOLS	60001.83200.53205	346.46
		<a href="#">6024784</a>	1502 - SEWER DEPT SMALL TOOLS	72000.81200.53205	1,076.60
		<a href="#">6521188</a>	1502 - MEMORIAL PARK/EAGLE PROJECT - SPEAF	60001.83200.53200	375.08
		<a href="#">7010561</a>	1502 - SEWER DEPT SMALL TOOLS	72000.81200.53205	686.98
		<a href="#">8046304</a>	6422 - FACILITIES SUPPLIES	60001.83200.53200	426.51
<b>Report Total:</b>					<b>4,612.65</b>



Packet: APPKT08628 - LIB 4/28/26  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/21/2026

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<a href="#">VEN03454</a>	AMAZON CAPITAL SERVICES				<b>29.87</b>
APBWEST	Check	<a href="#">143W-VD7P-W37T</a>	MISC SUPPLIES 3/16/26 - 3/29/26	10000.90000.53100	6.29
		<a href="#">1CLQ-PLLC-RPM9</a>	MISC SUPPLIES 3/16/26 - 3/29/26	39002.90000.53999	23.58
<a href="#">0428</a>	GREY HOUSE PUBLISHING				<b>323.00</b>
APBWEST	Check	<a href="#">373573</a>	REFERENCE BOOK 2026 SUBSCRIPTION	10000.90000.53406	323.00
<a href="#">VEN04560</a>	INGRAM LIBRARY SERVICE LLC				<b>135.62</b>
APBWEST	Check	<a href="#">95428409</a>	BOOKS & REFERENCE	10000.90000.53406	28.23
		<a href="#">95458636</a>	BOOKS & REFERENCE	10000.90000.53406	85.13
		<a href="#">95555482</a>	BOOKS & REFERENCE	10000.90000.53406	22.26
<a href="#">VEN04152</a>	KANOPY INC				<b>325.00</b>
APBWEST	Check	<a href="#">499801-PPU</a>	LIBRARY VIDEOS	10000.90000.52200	325.00
<a href="#">VEN04268</a>	KING OFFICE SERVICES				<b>1,792.00</b>
APBWEST	Check	<a href="#">89731-031</a>	4/6/26-5/5/26 LIB MAT STORAGE FEES DURING	29007.90000.56010	1,792.00
<a href="#">VEN03926</a>	T-MOBILE				<b>73.17</b>
APBWEST	Check	<a href="#">INV043847</a>	206696591 2/21/26 - 3/20/26 MOBILE HOTSPOT	10000.90000.52200	73.17
<a href="#">0574</a>	WEST COAST ARBORISTS, INC.				<b>6,950.00</b>
APBWEST	Check	<a href="#">241524</a>	WCA - Benches and Donor Slabs	39002.00000.49001	6,950.00
<b>Report Total:</b>					<b>9,628.66</b>



Packet: APPKT08621 - LIB MAN 4/28/26  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/15/2026

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<a href="#">VEN03072</a>	CA DEPT OF TAX AND FEE ADMINISTRATION				96.42
APBWEST	Check	<a href="#">JAN-MAR2026</a>	JAN - MAR 2026 Q1 USE TAX ACCT #017-772438	10000.90000.53406	35.00
		<a href="#">OCT-DEC2025</a>	OCT - DEC 2025 Q4 USE TAX ACCT #017-772438	39006.90000.53406	61.42
<b>Report Total:</b>					<b>96.42</b>

# Payroll Summary Register

City of Sierra Madre, CA  
4/7/2026 4:04:12 PM

## Payroll Summary

Packet PYPKT03235 - PR #07 04.09.2026  
Payroll Set 01 - Sierra Madre  
Department All - All Department Codes

Pay Period: 3/22/2026 - 4/4/2026

**Employees Paid 113**

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Total Earnings	<u>416,682.87</u>	Total Benefit Allowance	<u>187.24</u>	Input Type	Count
Total Deductions	<u>79,696.74</u>	Total Employer Expenses	<u>150,926.33</u>	Regular	113
Total Taxes	<u>56,463.55</u>				
	<hr/>				
Net Pay	280,522.58	Total Direct Deposits	<u>276,969.94</u>		
		Total Check Amount	3,552.64		



# CITY OF SIERRA MADRE

## STAFF REPORT

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### PLANNING & COMMUNITY PRESERVATION

**DATE:** April 28, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Clare Lin, Director of Planning & Community Services  
By: Joshua Wolf, Senior Planner

**SUBJECT:** **First Amendment to the Professional Services Agreement with Hong Tam for Structural Engineering Plan Check Services**

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#### **RECOMMENDATION**

It is recommended that the City Council approve the First Amendment to the Professional Services Agreement with Hong Tam, Structural Engineer to administer structural engineering residential plan check services on a percentage fee basis for an additional two-year period, and authorize the City Manager to execute such contract in a form acceptable to the City Attorney.

#### **SUMMARY**

During the last two years, the Planning and Community Preservation Department has experienced a steady increase stream of building permit activity. The Department anticipates continued activity through the remainder of the current and future contract years. Hong Tam currently serves as the City's contract structural plan check engineer for residential construction. Hong Tam has provided this service to the City for approximately 40 plus years and has extensive expertise and experience with City adopted Building Codes and related Municipal Code requirements.

Mr. Tam's current arrangement with the City is on a percentage of fee basis of 60% to the consultant and 40% to the City of all fees collected for residential structural plan check review. The two-year contract term expired on April 15, 2026. The scope of work and fee schedule for the new contract will remain the same as the prior agreement.

#### **DISCUSSION & ANALYSIS**

Generally, Hong Tam's professional services involves the review of residential construction plans for conformance with modern building standards codes and various building safety regulations, including amendments under Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code. Mr. Tam's cost for services are based on revenues for building plan check review applications received and thus market-driven, fluctuating based on market-rate construction costs. Mr. Tam's role as the City's structural plan check engineer occasionally requires his consultation of technical expertise with private project engineers to ensure that residential developments are meeting minimum required building safety criteria.

The table below shows the plan check revenue (fees collected) for a period of three fiscal years. The information illustrates Hong Tam's current billing rate at a 60% fee basis, total fees collected, contract cost and City revenue received.

Fiscal Year	Contract Rate	Fees Collected	Contract Cost	City Revenue
FY 2023-2024	60%	\$178,990	\$110,451	\$68,539
FY 2024-2025	60%	\$201,351	\$128,704	\$80,540
FY 2025-2026 YTD	60%	\$180,555	\$111,529	\$72,222

The Scope of Services and Compensation and Fee Scheduled are included herein as Exhibit A and Exhibit B, respectively.

### **STRATEGIC PLAN RELATIONSHIP**

Strategic Objective: Build an organization that is innovative, financially stable, and consistently delivers a high level of service.

- Goal 1. Improve Staff Stability
- Goal 2. Build on Fiscal Stability

### **ENVIRONMENTAL ANALYSIS**

Not a CEQA Project under: 14 CCR 15378(b)(2)- continuing administrative or maintenance activities

### **FISCAL IMPACT**

There is no impact to the General Fund as a result of the recommended action. Plan check services are funded through permit fee revenue on a "percentage of fees" basis, ensuring that contract costs do not exceed revenues collected and allowing for full cost recovery. For FY 2025–26, the City has budgeted approximately \$250,000 in revenue and \$180,000 in corresponding expenditures for these services. Similar revenue and expenditure levels are incorporated into the proposed FY 2026–27 budget for City Council consideration and approval. While building permit activity can fluctuate and is difficult to precisely project, this fee-based structure allows revenues and expenditures to adjust proportionally. Approval of the FY 2026–27 budget will include the necessary appropriation for these services based on projected activity.

Approved by:



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Michael Bruckner  
City Manager

**Attachments**

[Attachment 1 - First Amendment to Hong Tam\\_PSA for Design Professionals.pdf](#)

[Attachment 2 - PSA Hong Tam Contract 2024\\_2026.pdf](#)

**FIRST AMENDMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
FOR DESIGN PROFESSIONALS**

**(City of Sierra Madre / Hong L. Tam)**

This First Amendment to Professional Services Agreement (“Amendment”) is entered into by and between the City of Sierra Madre, a California municipal corporation (“City”), and Hong L. Tam, a Professional Structural Engineer (“Consultant”), (collectively, “Parties”).

**RECITALS**

A. On April 15, 2024 the City entered into a Professional Services Agreement with Consultant to provide the City with Professional Structural Engineering Services (“Agreement.”)

B. The City desires to retroactively extend the term of the Agreement and clarify the compensation structure.

**AMENDMENTS**

1. AMENDMENT: Section 3.7 (Termination Date) of Section 3 (Definitions) of the Agreement is amended to read as follows, with underlined text denoting additions and struck-through text denoting deletions:

3.7 “Termination Date”: ~~April 15, 2026~~ April 15, 2028

2. AMENDMENT: Section 4 (Term) of the Agreement is amended to read as follows, with underlined text denoting additions and struck-through text denoting deletions:

4. TERM. The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. The City shall have the option to extend the Term of this Agreement by an additional two successive 12-month periods. Whether to exercise the option shall be at the sole discretion of the City, with notice provided to Consultant in writing. ~~Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective authorized in advance by City in writing and incorporated in written amendments to this Agreement.~~

3. INTEGRATION: This Amendment amends the Agreement and, except as specifically amended hereby, the Agreement shall remain in full force and effect.

4. SEVERABILITY: If any provision of this Amendment is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.

**IN WITNESS WHEREOF**, this Amendment shall be executed by the representatives of the Parties authorized to do so and shall take effect upon the dates set forth below.

“City”  
City of Sierra Madre

“Consultant”  
Mr. Hong L. Tam

By: \_\_\_\_\_  
*Signature*

Printed: Kristine Lowe  
Title: Mayor

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

By: \_\_\_\_\_  
*Signature*

Printed: Hong L. Tam  
Title: Professional Structural Engineer

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

**Attest:**

By: \_\_\_\_\_  
Laura Aguilar, City Clerk

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

**Approved as to form:**

By: \_\_\_\_\_  
Aleks R. Giragosian, City Attorney

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

**PROFESSIONAL SERVICES AGREEMENT  
FOR DESIGN PROFESSIONALS**

**(City of Sierra Madre /Hong L. Tam)**

**1. IDENTIFICATION**

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Sierra Madre, a California municipal corporation (“City”), and Hong L. Tam, a Professional Structural Engineer (“Consultant”).

**2. RECITALS**

- 2.1. City has determined that it requires the following professional services from a consultant: **Professional Structural Engineering Services**.
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

**3. DEFINITIONS**

- 3.1. “Design Professional”: A Design Professional is any individual satisfying one or more of the following: (1) licensed as an architect pursuant to Business and Professions Code 5500 *et seq.*, (2) licensed as a landscape architect pursuant to Business and Professions Code 5615 *et seq.*, (3) licensed as a professional land surveyor pursuant to Business and Professions Code 8700 *et seq.*, or (4) registered as a professional engineer pursuant to Business and Professions Code 6700 *et seq.*
- 3.2. “Scope of Services”: Such professional services as are set forth in Consultant’s April 1, 2021 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.3. “Agreement Administrator”: The Agreement Administrator for this project is Clare Lin, Manager of Planning and Community Preservation Department. The Agreement Administrator shall be the principal point of contact at the City for this

project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.4. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.5. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twelve Hundred Dollars (\$) 1,200 annually or One Hundred Dollars (\$100) monthly, excluding reimbursements for routine services (fees paid by residents for plan check services) and extraordinary services (requests from the City Manager to perform onsite inspections and expert evaluations in excess of routine time parameters as described in Attachment A - Scope of Services).
- 3.6. "Commencement Date": April 15, 2024
- 3.7. "Termination Date": April 15, 2026

#### 4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

#### 5. CONSULTANT'S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.

- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **Professional Standards.** Consultant shall perform all work to the highest standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Campaign Contributions.** This Agreement is subject to Government Code Section 84308, as amended by SB 1439. Consultant shall disclose any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent. Consultant shall provide a signed copy of the attached Campaign Contribution Disclosure Form to the City prior to, or concurrent with, the Consultant's execution of this Agreement.
- 5.7. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.8. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.9. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.10. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.11. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of

Consultant's firm may require an amendment to this Agreement.

- 5.12. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.
- 5.13. **Skilled and Trained Workforce Requirement.** When the use of a skilled and trained workforce is required to complete a contract pursuant to existing law, this contract is subject to such requirement and Contractor agrees to use a skilled and trained workforce.

## 6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

## 7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as

otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification or position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

## 8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects including the design and preconstruction phases of a covered public works project. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

## 9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such

written products shall be the subject of a copyright application by Consultant.

## 10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## 11. INDEMNIFICATION

- 11.1. **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officials, officers, agents, employees and volunteers.
- 11.2. **Consultant to Indemnify City.** Where the services to be provided by Consultant under this Agreement are design professional services, as that term is defined under

Civil Code Section 2782.8, Consultant agrees to indemnify, defend and hold harmless, the City, its officers, officials, employees and volunteers from any and all claims, demands, costs or liability that actually or allegedly arise out of, or pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant and its agents in the performance of services under this contract, but this indemnity does not apply to liability for damages for bodily injury, property damage or other loss, arising from the sole negligence, active negligence or willful misconduct by the City, its officers, official employees, and volunteers. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of the City, then Consultant's indemnification and defense obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed Consultant's proportionate percentage of fault.

- 11.3. As respects all acts or omissions which do not arise directly out of the performance of design professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, and to the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, officials, agents, employees, and volunteers from and against any claims, demands, losses, liability of any kind or nature (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees) where the same arise out of, are in connection with, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or sub-contractors of Consultant, excepting those which arise out of the active negligence, sole negligence or willful misconduct of the City, its officers, officials, employees and volunteers.
- 11.4. **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City. If it is finally adjudicated that liability is caused by the comparative negligence or willful misconduct of an indemnified party, then Consultant's indemnification obligation shall be reduced in proportion to the established comparative liability.
- 11.5. **Attorney's Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.
- 11.6. **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.

- 11.7. **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.8. **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.9. **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 11.10. **Civil Code.** The parties are aware of the provisions of Civil Code 2782.8 relating to the indemnification and the duty and the cost to defend a public agency by a Design Professional and agree that this Section 11 complies therewith.

## 12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A: VII showing. The Certificate of Insurance must show the City, its City Council, Commissions, officers, and employees of Sierra Madre as additional insured parties. The Certificate of Insurance must include the following reference: Professional Structural Engineer
  - Documentation of Best's rating acceptable to the City.
  - Original endorsements effecting coverage for all policies required by this Agreement.
  - Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

Professional Liability Insurance:	\$500,000 per occurrence
	\$500,000 aggregate

General Liability:

- General Aggregate: \$500,000
- Products Comp/Op Aggregate \$500,000
- Personal & Advertising Injury \$500,000
- Each Occurrence \$500,000
- Fire Damage (any one fire) \$ 50,000
- Medical Expense (any 1 person) \$ 5,000

Workers' Compensation:

- Workers' Compensation Statutory Limits
- EL Each Accident \$500,000
- EL Disease - Policy Limit \$500,000
- EL Disease - Each Employee \$500,000

Automobile Liability

- Any vehicle combined single \$500,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the City as additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of Sierra Madre must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled

or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of Sierra Madre, Attn: Planning and Community Preservation Department 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024.

- 12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.
- 12.16. City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.
- 12.17. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration or early termination of this Agreement.

### 13. MUTUAL COOPERATION

- 13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 13.2. **Consultant Cooperation in Defense of Claims.** If any claim Of action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

#### 14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, electronic mail or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

##### If to City

Clare Lin, Planning Manager  
City of Sierra Madre  
Planning & Community Preservation  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
Telephone: (626) 355-7135

##### If to Consultant

Hong L. Tam  
Professional Structural Engineer  
185 S. Mountain Trail Avenue  
Telephone: (626) 355-0127

With courtesy copy to:

Aleks R. Giragosian, Esq.  
Sierra Madre City Attorney  
Colantuono, Highsmith & Whatley, PC  
790 E. Colorado Blvd., Ste. 850  
Pasadena, CA 91101  
Telephone: (213) 542-5700  
Facsimile: (213) 542-5710

#### 15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), paragraph 12.13 (Waiver of Subrogation), paragraph 12.6 (Automobile Liability Insurance), Section 15 (Surviving Covenants), Section 17 (Interpretation of Agreement), and Section 18 (General Provisions) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

#### 16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination.

All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach by the City of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

## 17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and its exhibits, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended

form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

## 18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.
- 18.13. **Counterparts; Electronic Signatures.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument. The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall

include faxed or emailed versions of an original signature, electronically scanned and transmitted versions (e.g., via pdf) of an original signature, or a digital signature. **TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“CITY”

City of Sierra Madre

**Authorized Signatories.**

Signature: 

Printed: KELLY KRIEBBS

Title: MAYOR

Date: 3/26/2024

**Attest.**

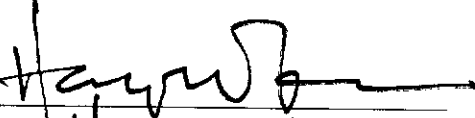
Signature: 

Printed: LAURA AGUILAR

Title: City Clerk

Date: 3/26/2024

“CONSULTANT”

Signature: 

Printed: HENG L. TAM

Title: PRINCIPAL

Date: 3/06/2024

**Approved as to Form.**

Signature: 

Printed: ALEKS GIRAGCSIAN

Title: City Attorney

Date: 3/26/2024

**EXHIBIT A**  
**SCOPE OF SERVICES**

**EXHIBIT A**  
**STRUCTURAL ENGINEER SCOPE OF SERVICES**  
April 1, 2024

A. GENERAL ADMINISTRATIVE FUNCTIONS

The residential plan checker shall administer the functions pertaining to residential plan check review of the structural engineering needs of the City, including but not limited to the following:

- A.1 Be available to consult with staff on all matters relating to engineering.
- A.2 Review all matters pertaining to engineering to insure that undertakings proposed and implemented by the City and others are done in a manner that protects the City's interests and are in keeping with City goals, specifications and practices.
- A.3 Establish and maintain effective working relationships with staff and the City's Public Works Director and/or Director of Planning and Community Preservation.
- A.4 Prepare reports, investigations, studies and site inspections/project evaluations as from time to time may be required and directed by the Public Works Director and/or Director of Planning and Community Preservation.
- A.5 Provide technical assistance for City personnel when so directed.
- A.6 Provide engineering support for the enforcement of City ordinances.

B. RESIDENTIAL PLAN CHECK REVIEW

The Structural Engineer shall administer residential development engineering functions of the City, including but not limited to the following:

- B.1 Provide such necessary and related plan check functions as are the normal practice of a structural engineer in the review of private residential development.
- B.2 Provide building construction evaluations to determine that the cost of building permits are properly represented.
- B.3 "Turn-around" plan check time for construction drawings shall generally not exceed ten (10) working days for first plan check after the application has been determined complete. The Engineer shall be responsible for notifying the City staff in writing of any final plan deficiencies specifying those items needed to complete the application.

- B.4 "Turn-around" time for plan review recheck shall not exceed five (5) working days per plan check. A maximum of two (2) rechecks is covered under the routine compensation rate identified in Section D.1 below.

C. Extraordinary Services

- C.1 At the request of the City, provide onsite inspections, investigations, and expert evaluations as may be necessary from time to time at such rate as described in Section D.3 below.

D. COMPENSATION

- D.1 Routine services described in Section A through B above, and Exhibit B-Compensation and Hourly Rate Schedule shall be compensated by 60% of fees collected from the applicant at the time of plan submittal. Consultant shall include with his monthly billing an address for each individual plan check in order to account for accurate cost accounting for each applicant.
- D.2 A monthly retainer for services in the amount of One Hundred Dollars (\$100) not to exceed Twelve Hundred Dollars (\$1,200) annually shall be compensated for telephone calls/consultation with clients.
- D.3 Should it be found necessary to have general engineering services in excess of the above time parameters described in Section B.2 and B.3 above, the need for "extraordinary services" as described in Section C above shall be evaluated by the City Manager, and if authorized the structural engineer shall be additionally compensated at a rate of One Hundred Fifty Dollars (\$150.00) per hour as outlined in Exhibit B-Compensation and Hourly Rate Schedule.

**EXHIBIT B**  
**FEE SCHEDULE**

**EXHIBIT B**  
**FEE SCHEDULE**  
April 1, 2024

RESIDENTIAL PLAN CHECK REVIEW  
SERVICES AS DESCRIBED IN THE  
PROFESSIONAL SERVICES AGREEMENT:

60% of City plan check fee

MONTHLY RETAINER FOR SERVICES AS  
DESCRIBED IN THE PROFESSIONAL  
SERVICES AGREEMENT:

\$100/month (Not to exceed \$1,200  
annually)

STRUCTURAL ENGINEER RATE FOR  
ADDITIONAL SERVICES:

\$150/hour  
Additional services may include  
onsite inspections, investigations,  
and expert evaluations.

# Declaration of Sole Proprietor



**City of Sierra Madre**

232 West Sierra Madre Blvd.

Sierra Madre, CA 91024

(626) 355-7135

Hours: Monday – Thursday 7:30am to 5:30pm

## DECLARATION AND ADDENDUM TO ALL CONTRACTS AWARDED TO:

NAME OF VENDOR/CONSULTANT:

Hong Tam

I declare for the purpose of inducing the City of Sierra Madre to go forward with any contracts awarded to **Hong L. Tam Consulting Engineer** as follows:

I am the authorized representative of **Hong L. Tam Consulting Engineer**, an independent contractor for the purposes of the California Workers' Compensation and Labor laws. This organization will hire no employees other than the parents, spouses, or children of its board members for work required and/or performed for any bid or contract awarded to **Hong L. Tam Consulting Engineer**.

All work required will be performed personally and solely by me, other board members of the organization, their parents, spouses or children, or persons who perform voluntary service without pay to the organization. If, however, the organization shall ever hire employees to perform this contract or any portion thereof, the organization shall obtain Workers' Compensation Insurance coverage to the City of Sierra Madre. If the organization shall ever hire a subcontractor to perform this contract or any portion thereof, and the subcontractor has employees, then the organization shall require its subcontractor to obtain Workers' Compensation Insurance Coverage, or the organization shall obtain Workers' Compensation Coverage for that subcontractor's employees.

This document constitutes a declaration by the organization against its financial interest, relative to any claims it should assert under the California Workers' Compensation and/or Labor laws against the City of Sierra Madre relating to any bid or contract awarded to **Hong L. Tam Consulting Engineer**.

The organization will defend, indemnify and hold harmless the City of Sierra Madre from any and all claims and liability, including Workers' Compensation claims and liability that may be asserted or established by any party in the event the organization hires an employee in violation of this addendum, and the organization will further indemnify the City of Sierra Madre for all damages the City of Sierra Madre thereby suffers.

I agree that these declarations shall constitute an addendum to any bid or contract awarded to **Hong L. Tam Consulting Engineer**.

AUTHORIZED REPRESENTATIVE: Vendor/Consultant Signature

A handwritten signature in black ink, appearing to read "Hong L. Tam".

DATE:

3/13/2024



# CITY OF SIERRA MADRE

## STAFF REPORT

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### POLICE DEPARTMENT

**DATE:** April 28, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Aleks Giragosian, City Attorney  
By: Julia Homaechearria, Deputy City Attorney

**SUBJECT:** **Second Reading of Ordinance No. 1491 Amending Chapters 10.04 (Definitions), 10.08 (Traffic Regulations), and 10.12 (Administration & Enforcement) of Title 10 (Vehicles & Traffic) and amending Section 12.24.040 (Traffic Regulations) of Chapter 12.24 (Public Parks & Recreation Centers) of Title 12 (Streets, Sidewalks, and Public Places) of the Sierra Madre Municipal Code**

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#### **RECOMMENDATION**

It is recommended that the City Council conduct a second reading of and adopt Ordinance No. 1491 to regulate electric mobility devices.

#### **SUMMARY**

The City Council conducted a first reading of Ordinance No. 1491 at its meeting on March 24, 2026, and provided direction to the City Attorney to make changes to Ordinance No. 1491. The Ordinance was presented to the City Council at the April 14, 2026, meeting for first reading as amended and was unanimously approved. Ordinance No. 1491 is hereby presented to the City Council for second reading and adoption.

For additional information regarding Ordinance No. 1491, please refer to the March 24, 2026 and April 14, 2026 meeting staff reports, included as Attachments 1 and 2.

#### **DISCUSSION & ANALYSIS**

At the April 14, 2026 City Council meeting, the City Council considered Ordinance No. 1491 to regulate electric mobility devices. At the April 14th meeting, in response to a Councilmember's question regarding the speed limits for motorized scooters, the City Attorney misspoke when he said the ordinance allows a motorized scooter to go up to 28 mph on a highway with a maximum speed of 35 mph. In fact, a motorized scooter may only travel up to 15 mph, regardless of where it is ridden (i.e. bikeway or roadway). SMMC Section 10.08.240 (E) merely authorizes the motorized scooter to be ridden in a highway with a maximum speed of 35 mph.

California Vehicle Code (CVC) Section 22411 states: "No person shall operate a motorized scooter at a speed in excess of 15 miles per hour." And CVC Section 21235 (b) provides that the operator of a motorized scooter shall not: "Operate a motorized scooter on a highway with a speed limit in excess of 25 miles per hour unless the motorized scooter is operated within a Class II or Class IV bikeway, except that a local authority may, by ordinance or resolution, authorize the operation of a motorized scooter outside of a Class II or Class IV bikeway on a highway with a speed limit of up to 35 miles per hour. The 15 mile per hour maximum speed limit for the operation of a motorized scooter specified in Section 22411 applies to the operation of a motorized scooter on all highways, including bikeways, regardless of a higher speed limit applicable to the highway."

### **STRATEGIC PLAN RELATIONSHIP**

Ordinance No. 1491 is aligned with Goal 4 (Create Safe Streets) – PS 4.1 (Manage Traffic Patterns/Flow) and PS 4.2 (Encourage Active Modes of Transportation).

### **ENVIRONMENTAL ANALYSIS**

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

### **FISCAL IMPACT**

There is no impact to the General Fund as a result of the recommended action. Some staff time will also be necessary to educate the community and enforce the new ordinance, but this will be absorbed in the current General Fund budget.

Approved by:



---

Michael Bruckner  
City Manager

### **Attachments**

[Attachment 1 - 3-24-26 Staff Report for Ordinance No. 1491](#)

[Attachment 2 - 2026-04-14 Staff Report for Ordinance No. 1491](#)

[Attachment 3 - Ordinance No.1491](#)

[Attachment 4 - Proposed SMMC Amendments for Electric Mobility Devices](#)

[Attachment 5 - Map of Central Core Area](#)



# CITY OF SIERRA MADRE

## STAFF REPORT

### CITY ATTORNEY

**DATE:** March 24, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Aleks Giragosian, City Attorney  
By: Julia Homaechearria, Deputy City Attorney

**SUBJECT:** Ordinance No. 1491 Amending Chapters 10.04 (Definitions), 10.08 (Traffic Regulations), and 10.12 (Administration and Enforcement) of Title 10 (Vehicles and Traffic) and Amending Section 12.24.040 (Traffic Regulations) of Chapter 12.24 (Public Parks and Recreation Centers) of Title 12 (Streets, Sidewalks and Public Places) of the Sierra Madre Municipal Code – To include Definitions and Regulations for Electric Mobility Device

#### **RECOMMENDATION**

It is recommended that the City Council introduce by first reading Ordinance No. 1491, amending the Sierra Madre Municipal Code (SMMC) to include regulations for electric mobility vehicles.

#### **SUMMARY**

The City of Sierra Madre has experienced a rise in the number of electric bicycles (“e-bikes”) and other electric mobility devices operating on City streets, bike paths, and parks in recent years both as a form of recreation and as a means of transportation. As ridership has increased, so have complaints and concerns from the community regarding the safe operation of these vehicles. The proposed ordinance provides definitions for these devices consistent with state law and provides regulations to address safety concerns. In addition to the proposed ordinance, the Sierra Madre Police Department has been coordinating and preparing materials to engage in public outreach and education in the community.

#### **DISCUSSION & ANALYSIS**

Sierra Madre has a long history of supporting and celebrating active transportation and environmental sustainability. In recent years, the growing popularity of e-bikes, motorized scooters, electrically motorized boards, and low-speed vehicles (together, “electric mobility devices”), particularly among school-aged youth has raised serious safety concerns in the community. Primary concerns include lack of helmets, operation on sidewalks with potential for pedestrian collisions, high speeds and or behaviors reckless to the setting, inappropriately parked devices in the right of way, and carrying more passengers than the device was designed for. Of particular concern is the potential for serious injury in e-bike or other electric mobility device accidents. Electric mobility device related injuries are more akin to traditional motor vehicle accidents, including internal bleeding, pelvic fractures, damage to vital organs, and brain trauma. Thus, prompting the need for regulation and enforcement for the safety of the community.

#### ***Safety Data***

In September 2024, the federal Consumer Product Safety Commission (the “CPSC”) published “Micromobility Products-Related Deaths, Injuries, and Hazard Patterns: 2017–2023,” reviewing injuries associated with micromobility vehicles at a national level.<sup>[1]</sup> The CPSC report found that national micromobility vehicle injuries increased 158% between 2017 to 2023, equating to an average annual increase of 26%. The CPSC report also notes that children under 14 accounted for approximately 34% of injuries from 2017 to 2023, nearly double their 18% proportion of the U.S. population. In terms of scale, the CPSC report identified 373 fatalities associated with micromobility vehicles between 2017 and 2023 and nearly 450,000 emergency department visits associated with micromobility vehicles during the same period.

Similarly, a July 2024 study published by the University of California, San Francisco, analyzed injuries and hospitalizations from e-bikes, electric scooters, conventional bicycles, and conventional scooters from 2017 to 2022 (the “UCSF Study”).<sup>[2]</sup> The UCSF study identified a significant increase in micromobility injuries during the study period and called for adoption of additional safety measures. Of particular note, the UCSF Study found that electric vehicle riders overall were significantly less likely to wear a helmet at the time of injury (43% vs. 52%) and alcohol involvement during injury was more common among e-bicyclists (7%) than conventional bicyclists (4%) and among e-scooter (9%) than scooter riders (3%).

Another study published in July 2024 by the American College of Surgeons looked at e-bike injuries and traffic violations throughout California, for the period 2018 to 2023 (the “ACS Study”).<sup>[3]</sup> The ACS Study found that e-bike injury incidents in California increased 18.6-fold over the 5-year study period, from 184 to 3,429 events. For these same incidents, the severity of injury was higher for e-bikes than for traditional bicycles.

**Existing California Law**

California Vehicle Code Section 312.5 defines an “electric bicycle” as a bicycle that is equipped with fully operable pedals and an electric motor that does not exceed 750 watts of power. This code section further defines and regulates the various classifications of e-bikes as follows:

**Table 1 - Existing CA E-Bike Regulations**

Class	Description	Maximum Speed (miles per hour)	Minimum Age Requirement	Helmet Required
Class 1	Low-Speed Pedal-Assisted Electric Bicycle	20 mph	None	Riders <18 years only
Class 2	Low-Speed Throttle-Assisted Electric Bicycle			
Class 3	Speed Pedal-Assisted Electric Bicycle	28 mph <sup>[4]</sup>	16 years	All ages

Other relevant Existing California Vehicle Code provisions are summarized below:

- Section 21200. Electric bicycle riders are subject to all the provisions applicable to the driver of a motor vehicle. This includes prohibiting a rider from traveling at an unsafe speed for the conditions and stop sign requirements.
- Section 21201. Proper equipment is required, including brakes and lighting equipment at night.
- Section 21202. Riders must ride as close as practicable to the right-hand curb or edge.
- Section 21204. Riders shall not allow double-riding/ e-bikes shall only transport passengers if there is a seat specifically for the passenger or when using a child safety seat.
- Section 21212. Riders and passengers under the age of 18 must wear a helmet.
- Section 21213. Persons under the age of 16 shall not operate Class 3 electric bicycles.
- Section 24016(d). Prohibits modifying electric bicycles to change speed capacity, unless the mandated classification sticker appropriately replaces the former label indicating lower capacity.

Some high speed devices are outside of the state legal definition of electric bicycles despite being marketed as “e-bikes” because of higher speed, inclusion of a throttle, no pedals, or a combination of these factors. Devices with a maximum speed of 30 miles per hour meet the definition of “motorized bicycle or moped” and require a valid license to operate.<sup>[5]</sup> If the device exceeds 30 miles per hour, it is considered a motor-driven cycle and requires an M1 license to operate.<sup>[6]</sup> Recent State legislation has attempted to hold manufacturers accountable and prevent misrepresentation of device classes.<sup>[7]</sup>

Assembly Bill No. 2234<sup>[8]</sup> established the San Diego Electric Bicycle Safety Pilot Program and authorized local agencies within the County of San Diego, to adopt an ordinance or resolution that would prohibit a person under 12 years of age from operating a Class 1 or Class 2 electric bicycle. This is consistent with guidance from the Consumer Product Safety Commission (CPSC), which recommends that children under the age of 12 not operate any e-bike that travels more than 10 miles per hour. Under AB 2234, if an ordinance or resolution is adopted, the results of those traffic stops and actions taken must be submitted in a report to the Legislature.

Similarly, AB 1778<sup>[9]</sup> established the Marin Electric Bicycle Safety Pilot Program for Marin County which authorized local agencies to adopt an ordinance or resolution that prohibits a person under 16 years of age from operating a class 2 electric bicycle or require a person operating a class 2 electric bicycle to wear a bicycle helmet, as specified. This bill also requires a report of the safety impact of this program. The senate floor analysis for AB 1778 notes that “[r]eports back from these pilot programs may help inform how different age limits strike a balance between safety and the benefit of e-bikes in replacing car trips for teenagers.”<sup>[10]</sup>

Vehicle Code 21 prohibits local agencies from adopting resolutions or ordinance regulating matters covered under the vehicle code except when the vehicle code expressly allows for it. Vehicle Code Sections 231, 21100, 21206, and 21207.5 allow cities to enact ordinances regulating the parking and operation of electric bicycles, as defined in California Vehicle Code Sections 231 and 312.5, on pedestrian facilities, bicycle facilities, and equestrian, hiking, and recreational trails. Vehicle Code Section 21282 allows cities to enact ordinances regulating the time, place, and manner of the operation of electric mobility devices.

### ***Proposed Sierra Madre Municipal Code Amendments***

A summary of the proposed amendments to SMMC includes:

1. **Amend Section 10.12.030 (“Shared mobility device”) in Chapter 10.12 (ADMINISTRATION AND ENFORCEMENT) of Title 10 (VEHICLES AND TRAFFIC).** This section was adopted in a 2019 ordinance (No. 1408) for bicycles and scooters or any other wheeled device, other than an automobile or motorcycle, that is accessed via an on-demand portal and owned, managed, and maintained by a private entity for shared use by members of the public (e.g., Lime scooters and bikes, Bird scooters, etc.). The proposed amendment moves the definition of a “shared mobility device” to the definitions in Chapter 10.04 – DEFINITIONS and updates the definition to be consistent with CVC.
2. **Add Sections 10.04.200 (“Electric Mobility Device”) and 10.04.210 (“Bicycle”) to Chapter 10.04 (“DEFINITIONS”).** “Electric mobility device” include electric bicycles, electric personal assistive mobility devices (e.g., Segways), electric motorized boards (e.g., electric skateboards/one-wheels), motorized scooters, pocket bikes, and low speed vehicles. Bicycles are defined separately but CVC definition expressly includes e-bikes. Other cities have referred to what is

proposed here as a “electric mobility device” instead as a “Motorized Wheeled Conveyance”[\[11\]](#) or “Electric Micromobility Vehicles”[\[12\]](#).

3. **Add Section 10.08.240 (“Use of Electric Mobility Devices”) to Chapter 10.08 (“TRAFFIC REGULATIONS”).** Establishes prohibitions and restrictions related to the use, riding, and operation of electric mobility devices, including:
  - a. Sidewalks: Prohibits operation of electric mobility devices on sidewalks in the central traffic district & Prohibits operation of Class 3 e-bikes on all sidewalks
  - b. Motorized Scooters: Prohibits operation of motorized scooters on sidewalks, on roads without a striped bicycle lane, and on roads where the posted speed limit is 40 miles per hour or greater.
  - c. Duty of care: Requires operation of electric mobility devices with due care and at an appropriate speed for the circumstances and conditions. Clarifies that persons operating electric mobility devices on sidewalks shall yield right of-way to persons not operating such vehicles. Also includes minimum age limit of 16 years old for Class 3 electric bicycles, consistent with state law.
  - d. Parks: Clarify that electric mobility devices in parks and other City facilities are governed by SMMC Section 12.24.040.
  - e. Helmet requirements: Helmets are required for operators/riders under the age of 18 while on any electric mobility device. All ages must wear a helmet while operating a Class 3 e-bike.
4. **Add Section 10.08.250 (“Parking Electric Mobility Devices”) to Chapter 10.08 (“TRAFFIC REGULATIONS”).** Establishes prohibitions and restrictions related to the parking of electric mobility devices.
5. **Amend Section 10.12.040 (“Traffic regulations apply to person riding bicycles or animals”) of Chapter 10.12 (“ADMINISTRATION AND ENFORCEMENT”).** Amended to include electric mobility devices and clarification on the regulations that apply when a person is dismounted from their electric mobility device.
6. **Add Section 10.12.090 (“Electric mobility device enforcement”) to Chapter 10.12 (“ADMINISTRATION AND ENFORCEMENT”).** Establishes penalties for violations and provides for impounding devices abandoned in public right-of-way.
7. **Amend Section 12.24.040 (“Traffic regulations”) of Chapter 12.24 (“PUBLIC PARKS AND RECREATION CENTERS”) of Title 12 (“STREETS, SIDEWALKS AND PUBLIC PLACES”).** Broadens the regulations within a public park or recreation center to include operation of an electric mobility device

### **Enforcement**

The Sierra Madre Police Department is responsible for both the enforcement and education related to traffic safety, including the safe operation of electric mobility devices. The proposed updates to the SMMC aim to reflect the diversification of the electric mobility landscape, consistent with changes at the State level and terms defined in the California Vehicle Code, therefore enabling effective enforcement locally.

A violation of these proposed regulations would result in the following forms of enforcement: Warning 1, Warning 2, an opportunity to take an approved bicycle training safety course in lieu of receiving a citation, followed by an administrative citation upon the fourth incident. Potential bike safety and training courses to be issued as part of the 3<sup>rd</sup> violation are being investigated, but may include the Electric Bike Safety and Training Course developed by the California Highway Patrol.[\[13\]](#)

### **Next Steps**

If the City Council introduces the ordinance by first reading on March 24th, staff anticipates bringing it back for a second reading and adoption on April 14th, to be effective May 14, 2026 (30 days after second reading).

The Sierra Madre Police Department developed a PowerPoint on e-bike safety and is working collaboratively on engaging the public through outreach and education. A public education campaign includes in-person education campaigns at schools, as well as virtual resources the city may choose to consider such as information on the city website, social media postings, and traditional media outreach. Staff are working with bike safety specialist John Lloyd on a public outreach message regarding safety for cyclists and drivers, encouraging active modes of transportation.

Should the ordinance be approved, it will be presented as part of the messaging for Community Bike Ride Day, which is on April 18, 2026.

### **STRATEGIC PLAN RELATIONSHIP**

Ordinance No. 1491 is aligned with Goal 4 (Create Safe Streets) – PS 4.1 (Manage Traffic Patterns/Flow) and PS 4.2 (Encourage Active Modes of Transportation).

### **ENVIRONMENTAL ANALYSIS**

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.

### **FISCAL IMPACT**

Apart from the staff time necessary to draft and implement this Ordinance, there is no impact to the General Fund as a result of the recommended action. Some staff time will be necessary to educate the community and enforce the new ordinance, but this will be absorbed in the current General Fund budget.

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[1] Tark, James, “Micromobility-Related Deaths, Injuries, and Hazard Patterns” U.S. Consumer Product Safety Commission, September 2024. Online at [https://www.cpsc.gov/s3fs-public/Micromobility-Products-Related-Deaths-Injuries-and-Hazard-Patterns\\_2017-2023.pdf](https://www.cpsc.gov/s3fs-public/Micromobility-Products-Related-Deaths-Injuries-and-Hazard-Patterns_2017-2023.pdf)

[2] Fernandez AN, Li KD, Patel HV, et al. Injuries With Electric vs Conventional Scooters and Bicycles. JAMA Netw Open. 2024;7(7):e2424131. doi:10.1001/jamanetworkopen.2024.24131. Online at <https://jamanetwork.com/journals/jamanetworkopen/fullarticle/2821387>

[3] Maa, J., Doucet, J., Ignacio, R., Alfrey, E., “Electric Bikes Are Emerging as Public Health Hazard” American College of Surgeons Bulletin, July/August 2024. Online at <https://www.facs.org/for-medical-professionals/news-publications/news-and-articles/bulletin/2024/julyaugust-2024-volume-109-issue-7/electric-bikes-are-emerging-as-public-health-hazard/>

[4] Any e-bike that assists the rider over 28 mph is not street legal as an “electric bicycle” and must stay off roads, sidewalks and multi-use trails and paths.

[5] CVC § 406.

[6] CVC § 405.

[7] Such as Assembly Bill 1774 and Senate Bill 1271.

[8] Online at [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202320240AB2234](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB2234)

[9] Online at [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=202320240AB1778](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202320240AB1778)

[10] 05/29/2024 Senate Floor Analysis at Page 6.

[11] Anaheim Municipal Code Section 14.72.020.

[12] Chula Vista Municipal Code Chapter 10.73.

[13] Online at [rise.articulate.com/share/yB3Hip8AYzOGdY0dqnd42mQ3k0c6Jza1#/.](https://rise.articulate.com/share/yB3Hip8AYzOGdY0dqnd42mQ3k0c6Jza1#/)

Approved by:

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Michael Bruckner  
City Manager

**Attachments**

[1. Ord 1491 Electric Mobility Devices\(434710.2\).pdf](#)

[2. Electric Mobility Device Code Amendments\(438410.3\).pdf](#)



# CITY OF SIERRA MADRE

## STAFF REPORT

### POLICE DEPARTMENT

**DATE:** April 14, 2026  
**TO:** Honorable Mayor and City Council  
**FROM:** Gustavo Barrientos, Police Chief  
By: Julia Homaechearria, Deputy City Attorney

**SUBJECT:** Ordinance No. 1491 Amending Chapters 10.04 (DEFINITIONS), 10.08 (TRAFFIC REGULATIONS), and 10.12 (ADMINISTRATION AND ENFORCEMENT) of Title 10 (VEHICLES AND TRAFFIC) and amending Section 12.24.040 (TRAFFIC REGULATIONS) of Chapter 12.24 (PUBLIC PARKS AND RECREATION CENTERS) of Title 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) of the Sierra Madre Municipal Code– to Define and Regulate Electric Mobility Devices

#### **RECOMMENDATION**

It is recommended that the City Council introduce by first reading Ordinance No. 1491, amending the Sierra Madre Municipal Code (SMMC) to include regulations for, and enforcement of, electric mobility vehicles.

#### **SUMMARY**

This Ordinance provides definitions for electric mobility devices, consistent with state law and provides regulations to address safety concerns and enforcement mechanisms as ridership continues to grow in popularity. The City Council conducted a first reading at its meeting on March 24, 2026, and provided direction to the City Attorney to make changes to Ordinance 1491. Staff made additional changes as requested and Ordinance No. 1491, as amended, is hereby presented before the City Council for first reading.

For additional information regarding Ordinance No. 1491 as read at the March 24, 2026 meeting, please see Attachment 1.

#### **DISCUSSION & ANALYSIS**

At the March 24, 2026, City Council meeting, the City Council considered an amendment to provide regulations and enforcement mechanisms for electric mobility devices. After deliberation, the City Council directed the City Attorney to make changes regarding the regulations of use of electric mobility device (specifically those for sidewalks and motorized scooters), what was referred to as a “central traffic district”, and enforcement for electric mobility devices surrounding impounding devices.

#### ***Changes to Sierra Madre Municipal Code Text Amendments***

The changes to the regulations and definitions provided by Ordinance 1491 serve the following:

1. **Revised regulations specific to motorized scooter** – California Vehicle Code (CVC) [Section 21235](#) prohibits motorized scooters from operating on a highway with a speed limit above 25 miles per hour (mph) unless within a bikeway or authorized to do so by a local authority on a highway with a speed limit of up to 35 mph. Section 21235 provides that a 15 mph maximum applies to operation of all motorized scooters on highways and bikeways regardless of a higher speed limit applicable to the highway. Section 21235 also states that motorized scooters shall not operate upon a sidewalk except as necessary to enter or leave adjacent property.

However, Sierra Madre's only bike lane is on Sierra Madre Blvd from Lima to Michillinda. Therefore, it is impractical to mirror the CVC in both banning use on sidewalks and prohibiting use on roadways without bikeways where the speed limit is above 25 mph. Nonetheless, a scenario may exist where there is no bikeway, the speed limit is above 25 mph, motorized scooter speeds are below the normal speed of traffic in a roadway, the road is too narrow to safely pass a motorized scooter, and no sidewalk is available to them.

Under Section 10.08.240, all electric mobility devices, including motorized scooters, are prohibited from use on sidewalks within the central core area except on driveways and when necessary to avoid hazardous conditions, debris, or other obstacles. Motorized scooters are still subject to the duty to operate an electric mobility device with due care under proposed Section 10.08.240 (C) which includes a provision that a “person operating electric mobility devices must use a reasonable and prudent speed under the conditions then existing—a maximum of 28 mph on roadways and 10 mph on sidewalks.”

The proposed ordinance amended the provision specific to motorized scooters within Section 10.08.240 (E) to include required compliance with the CVC speed limit of 15 mph for motorized scooters while also authorizing its use within the roadway where the speed limit is up to 35 mph (extending beyond the CVC's default of 25 mph). Sierra Madre does not have any posted speed limits above 35 mph, thus the proposed Section 10.08.240 (E) authorizes motorized scooters within the roadway throughout the city despite their maximum speed topping out at 15 mph.

The proposed ordinance also states that motorized scooters shall operate in the roadway or bikeway rather than the sidewalk where practicable and consistent with the provisions of this code. The intent of this last provision is to balance safety concerns for pedestrians and encourage motorized scooters to utilize the roadway when it is safe to do so without implementing a city-wide ban on use in sidewalks.

Given the range of conditions and safety concerns specific to Sierra Madre, City Council may still consider whether to include provisions mirroring CVC in banning use on sidewalks, limiting motorized scooters in the roadway for highways of speeds up to 25 mph, or any other regulations consistent with CVC Section 21235.

2. **Change all references of “Central Traffic District” to “Central Core Area”** – Current SMMC defines Central Traffic District in Section 10.04.020 and uses this term in Sections 10.08.220 (“Horses prohibited in central traffic district”) and 10.08.230 (“Use of skateboards, etc. in the central traffic district.”). However, the definition of central traffic district is ambiguous and refers back to a resolution from 1976 which is unavailable to the public or elsewhere in Municode. Amendments to the proposed ordinance include deleting 10.04.020 and replacing all references to central traffic district with “central core area” which is also referred to as “Measure V area”. SMMC Section 17.35.050 defines the central core area and the area is clearly defined on the Downtown Area Map included as Attachment 4.
3. **Revised language regarding enforcement and seizure to be “storage” rather than “impound”** – impound and storage have different meanings based on the agency's control over the property and conditions for its release, with impoundment involving mandatory holding periods and discretionary release authority, while storage permits immediate retrieval upon payment of fees. Per CVC, an illegal e-bike, a motorized scooter, or anything considered a vehicle may be impounded. However, other electric mobility devices may be stored such as during enforcement of an underage rider. The amendments to the proposed ordinance now reflect an authorization to “store or impound” shared mobility devices and electric mobility devices.

4. **Revised language regarding exception to prohibition on sidewalks** – Proposed SMMC Section 10.08.240 (A) has been amended to reflect a clearer exception to the prohibition for use on sidewalks in the central core area for entering or leaving adjacent property and when necessary to leave the roadway or bikeway to avoid hazardous conditions.
5. **Addition of definitions for bikeway and roadway** – The proposed definition of “bikeway” reflects the definition from California Streets and Highways Code Section 890.4, meaning “all facilities that provide primarily for, and promote, bicycle travel, which includes bike paths or shared use paths, bike lanes, bike routes, cycle tracks or separated bikeways. The proposed definition of “roadway” reflects the definition from CVC Section 530 as the “portion of a highway or street improved, designed, or ordinarily used for vehicular travel.” The amendments to the proposed ordinance include using this term for consistency where applicable.
6. **Revision of reasonable maximum speeds** – Under proposed Section 10.08.240 (C) regarding a duty to operate an electric mobility device with due care, the provision for reasonable and prudent speeds has been amended to provide a higher speed limit for electric mobility devices (28 mph on roadways and bikeways and 10 mph on sidewalks), consistent with a natural traffic speed in those setting.
7. **Revision of references to bikeways** - California Streets and Highways Code Section 890.4 defines “bikeway” to include bike paths, bike lanes, bike routes, and separated bikeways. All references in the proposed ordinance to “bike lane” have been revised to instead refer to the more inclusive term “bikeway”.
8. **Helmet requirements for passengers** – Proposed Subsection 10.08.240 (F) has been revised for the helmet requirements for an operator of an electric mobility device who is under 18 years of age to also apply to any passengers under 18 years of age. This amendment in consistent with CVC Section 21212.

#### **STRATEGIC PLAN RELATIONSHIP**

Goal 4. Create Safe Streets - Ordinance No. 1491 is aligned with Goal 4 (Create Safe Streets) - PS 4.1 (Manage Traffic Patterns/Flows) and PS 4.2 (Encourage Active Modes of Transportation).

#### **ENVIRONMENTAL ANALYSIS**

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

#### **FISCAL IMPACT**

Apart from the staff time necessary to draft and implement this Ordinance, there is no impact to the General Fund as a result of the recommended action. Some staff time will also be necessary to educate the community and enforce the new ordinance, but this will be absorbed in the current General Fund budget.

Approved by:



A handwritten signature in black ink, appearing to read 'Mike', is written over a light blue horizontal line.

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Michael Bruckner  
City Manager

**Attachments**

[1. 3-24-26 Ordinance No. 1491 Staff Report.pdf](#)

[2. Ordinance No. 1491.pdf](#)

[3. Proposed Amendments to SMMC.pdf](#)

[4. Map of Central Core Area.pdf](#)

## ORDINANCE NO. 1491

### AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING CHAPTERS 10.04 (DEFINITIONS), 10.08 (TRAFFIC REGULATIONS), AND 10.12 (ADMINISTRATION AND ENFORCEMENT) OF TITLE 10 (VEHICLES AND TRAFFIC) AND AMENDING CHAPTER 12.24 (PUBLIC PARKS AND RECREATION CENTERS) OF TITLE 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE SIERRA MADRE MUNICIPAL CODE – TO INCLUDE DEFINITIONS AND REGULATIONS FOR ELECTRIC MOBILITY DEVICES

#### RECITALS

**WHEREAS**, California Vehicle Code Sections 21100, 21206, and 21207.5 allow cities to enact ordinances regulating the parking and operation of electric bicycles, as defined in California Vehicle Code Sections 231 and 312.5, on pedestrian facilities, bicycle facilities, and equestrian, hiking, and recreational trails; and

**WHEREAS**, California Vehicle Code Section 21282 allows cities to enact ordinances regulating the time, place, and manner of the operation of electric personal assistive mobility devices, as defined in California Vehicle Code Section 313, for the purpose of assuring the safety of pedestrians, including seniors, persons with disabilities, and others using sidewalks, bicycle paths, pathways, trails, bicycle lanes, streets, roads, and highways; and

**WHEREAS**, California Vehicle Code Section 21100 allows cities to enact ordinances regulating the operation of electrically motorized boards, as defined in California Vehicle Code Section 313.5, so long as such regulations do not duplicate or conflict with California Vehicle Code regulations of electrically motorized boards at California Vehicle Code Sections 21290 through 21296; and

**WHEREAS**, California Vehicle Code Section 21225 allows cities to enact ordinances to regulate the registration, parking, and operation on pedestrian or bicycle facilities and local city streets and highways of motorized scooters, as defined in California Vehicle Code Section 407.5, so long as that regulation is not in conflict with the California Vehicle Code; and

**WHEREAS**, California Vehicle Code Section 21266 allows cities to enact ordinances to restrict or prohibit the use of low-speed vehicles, as defined in California Vehicle Code Section 385.5, and may prohibit operation of low-speed vehicles in the roadway when acting as the primary traffic enforcement; and

**WHEREAS**, the City of Sierra Madre intends to promote the safety of persons using electric bicycles, electric personal assistive mobility devices, electrically motorized

boards, motorized scooters, and other similar vehicles (defined herein as “Electric Mobility Devices”) while maximizing recreational and active transportation opportunities and fully exempting disabled persons operating electric mobility devices from the proposed regulations; and

**WHEREAS**, the City Council has considered the gravity of potential injuries to persons and properties against the practicability and cost of implementing measures that would protect against the risk of such injuries; and

**WHEREAS**, the City Council has determined that the proposed regulations represent reasonable measures and enforcement mechanisms that can be implemented to promote the safe and efficient use of sidewalks, bicycle paths, pathways, trails, and bicycle lanes in the City.

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

**SECTION 1. Recitals.** The Recitals above are true and correct and incorporated herein by this reference.

**SECTION 2. Deletion.** Section 10.04.020 (“Central traffic district”) is deleted from Chapter 10.04 (“DEFINITIONS”) of Title 10 (“VEHICLES AND TRAFFIC”) of the Sierra Madre Municipal Code.

**SECTION 3. Amendment.** Section 10.12.030 (“Shared mobility device”) of Chapter 10.12 (“ADMINISTRATION AND ENFORCEMENT”) of Title 10 (“VEHICLES AND TRAFFIC”) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

10.12.030 Shared mobility device.

A. Purpose. The purpose of this section is to prohibit shared mobility devices with dockless technology from being abandoned in the public right-of-way or on public property, or offered for use anywhere in the city by a private entity, so as to allow for adequate pedestrian traffic flow and to ensure the public health, safety and welfare of the city.

B. Definition.

"Dockless technology" systems consist of devices, such as bicycles or scooters that do not require fixed docking stations for users to receive or return units.

~~"Shared mobility device" means any wheeled device, other than an automobile or motorcycle, that is powered by a motor or other power source, or to be powered by human propulsion; is accessed via an on-demand portal, whether a smartphone application, membership card, or similar method; is operated by a private entity that owns, manages, and maintains devices for shared use by members of the public; and is available to members of the public in unstaffed, self-service locations, except for those locations which are designated by the city. Holds the same meaning as defined in Section 10.04.200. Shared mobility device does not include any power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor or outdoor movement.~~

C. Prohibition.

1. It is unlawful to park, leave standing, leave lying, abandon, or otherwise place a shared mobility device with dockless technology in a public right-of-way or on public property anywhere within the city.
2. It is unlawful for a private entity to provide or offer for use a shared mobility device with dockless technology anywhere within the city.

D. Violations.

1. Any violation of this section is declared to be a public nuisance and is further subject to the administrative citation and criminal enforcement provisions of this code.
2. Police officers, those city employees designated by the city manager, and any party contracted by the city to specifically store or impound shared mobility devices are authorized to store or impound any shared mobility device that has been offered for use, abandoned and/or placed in a public right-of-way or on public property in violation of this chapter.
3. Any device not retrieved within thirty calendar days of notice shall be subject to disposal.
4. Impound of any device shall be subject to an impound fee established by city council through separate resolution.

**SECTION 4. Addition.** Sections and 10.04.015 (“Bicycle”), 10.04.020 (“Bikeway”), 10.04.162 (“Roadway”), 10.04.085 (“Electric Mobility Device”) are added to Chapter 10.04 (“DEFINITIONS”) of Title 10 (“VEHICLES AND TRAFFIC”) of the Sierra Madre Municipal Code to read as follows:

10.04.015 Bicycle

“Bicycle” has the same meaning as in California Vehicle Code Section 231, which expressly includes e-bikes.

10.04.020 Bikeway.

“Bikeway” has the same meaning as in California Streets and Highways Code Section 890.4, meaning all facilities that provide primarily for, and promote, bicycle travel, which includes bike paths or shared use paths, bike lanes, bike routes, cycle tracks or separated bikeways.

10.04.162 Roadway.

“Roadway” means the portion of a highway or street improved, designed, or ordinarily used for vehicular travel.

10.04.085 Electric mobility device.

A. “Electric mobility device” includes the following, each as defined in the California Vehicle Code, as it may be amended from time to time:

1. “Electric bicycle” or “E-Bike” has the same meaning as in California Vehicle Code Section 312.5, meaning a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts. Classifications of electric bicycles are as follows:

a. “Class 1” has the same meaning given to such term in California Vehicle Code Section 312.5(a)(1), meaning a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour, and that is not capable of providing assistance to reach speeds greater than 20 miles per hour.

b. "Class 2" has the same meaning given to such term in California Vehicle Code Section 312.5(a)(2), meaning a bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.

c. "Class 3" has the same meaning given to such term in California Vehicle Code Section 312.5(a)(3), meaning a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour and is equipped with a speedometer.

2. "Electric personal assistive mobility device" has the same meaning as in California Vehicle Code Section 313, as it may be amended from time to time, meaning a self-balancing, nontandem two-wheeled device, that is not greater than 20 inches deep and 25 inches wide and can turn in place, designed to transport only one person, with an electric propulsion system averaging less than 750 watts (1 horsepower), the maximum speed of which, when powered solely by a propulsion system on a paved level surface, is no more than 12.5 miles per hour.

3. "Electrically motorized board" has the same meaning as in California Vehicle Code Section 313.5, as it may be amended from time to time, meaning a wheeled device with a floorboard designed to be stood upon when riding that is not greater than 60 inches deep and 18 inches wide, that is designed to transport only one person, and that has an electric propulsion system averaging less than 1,000 watts, the maximum speed of which, when powered solely by a propulsion system on a paved level surface, is no more than 20 miles per hour, but which may also be powered by human propulsion.

4. "Motorized scooter" has the same meaning as in California Vehicle Code Section 407.5(a), as it may be amended from time to time, meaning any two-wheeled device that has handlebars, has either a floorboard that is designed to be stood upon when riding or a seat and footrests in place of the floorboard, and is powered by an electric motor. This device may also be designed to be powered by human propulsion. For purposes of this section, a motorcycle, as defined in Section 400, a motor-driven cycle, as defined in California Vehicle Code Section 405, or a motorized bicycle or moped, as defined in California Vehicle Code Section 406, is not a motorized scooter.

5. "Pocket bike" has the same meaning as in California Vehicle Code Section 473(a), meaning a two-wheeled device having a seat or saddle for the use of the rider that is not designated or manufactured for highway use. A pocket bike does not include an off-highway motorcycle as defined by California Vehicle Code Section 436.

6. "Low speed vehicle" has the same meaning as in California Vehicle Code Section 385.5(a), as meaning a motor vehicle that has four wheels, can attain speeds between 20 miles per hour and 25 miles per hour on a paved level surface, and that has a gross vehicle weight of less than 3,000 pounds. A "low-speed vehicle" does not mean a golf cart as defined in California Vehicle Code Section 345.

B. "Electric mobility device" does not include mopeds as defined in California Vehicle Code Section 406, electric motorcycles as defined in California Vehicle Code Section 400, or other motor vehicles subject to registration and motor vehicle insurance requirements. "Electric mobility device" also does not include any mobility devices operated by any disabled persons for mobility or similar uses.

C. "Shared mobility device" means an electrically motorized board as defined in Section 313.5 of the Vehicle Code, motorized scooter as defined in Section 407.5 of the Vehicle Code, electric bicycle as defined in Section 312.5 of the Vehicle Code, bicycle as defined in Section 231 of the Vehicle Code, or other similar personal transportation device, except as provided in subdivision (b) of Section 415 of the Vehicle Code, that is made available to the public by a shared mobility service provider for shared use and transportation in exchange for financial compensation via a digital application or other electronic or digital platform.

**SECTION 5. Addition.** Sections 10.08.240 (“Use of Electric Mobility Devices”) is added to Chapter 10.08 (“TRAFFIC REGULATIONS”) of Title 10 (“VEHICLES AND TRAFFIC”) of the Sierra Madre Municipal Code to read as follows:

10.08.240 Use of Electric Mobility Devices.

A. Sidewalks. No person shall operate an electric mobility device upon sidewalks in the central core area, as defined in 17.35.050, except:

1. on any area designated as a driveway or as necessary to enter or leave adjacent property; and

2. when reasonably necessary to leave the roadway or bikeway to avoid hazardous conditions, debris, or other obstacles.

B. No person shall operate an electric mobility device upon any equestrian, hiking or recreational trail. Nothing herein shall be deemed to prohibit operation of any electric bicycle upon any bikeway, bicycle trail, or any other location where a standard bicycle is permitted.

C. Duty to operate electric mobility devices with due care. All persons operating an electric mobility device must exercise due care under the circumstances and conditions then existing. Operating an electric mobility device in a manner that endangers or is likely to endanger persons or property is prohibited.

1. A person operating an electric mobility devices must use a reasonable and prudent speed—a maximum of 28 mph on roadways and 10 mph on sidewalks.

2. No person shall operate an electric mobility device in a manner it was not designed for, including carrying passengers when not intended for carrying passengers.

3. Persons operating electric mobility devices on sidewalks shall yield right of-way to persons not operating such vehicles.

4. No person operating an electric mobility device shall attempt to perform any acrobatic trick or stunt, including intentionally lifting one or more wheels into the air, while riding on a roadway or bikeway.

5. No person under the age of 16 may operate a class 3 electric bicycle, as required by California Vehicle Code Section 21213.

6. A person operating an electric mobility device must comply with all posted signage and City rules governing the use of paths, trails, parks, and other facilities.

7. No person shall operate an electric mobility device in a manner that violates California Vehicle Code or regulations within this code.

E. Motorized Scooters. Use of motorized scooters must comply with a 15 mph maximum speed, as required by California Vehicle Code Section 22411. A person may operate a motorized scooter in a roadway where the posted speed limit is up to 35 mph. Motorized scooters shall operate in the roadway or bikeway rather than the sidewalk where practicable and consistent with provisions of this code.

F. Helmets required.

1. No person under 18 years of age may operate or ride as a passenger upon any electric mobility device unless that person is wearing a properly fitted and fastened bicycle helmet, as required by California Vehicle Code Sections 21212, 21213, and 21235.

2. All persons operating a Class 3 electric bicycle must wear a properly fitted and fastened bicycle helmet in accordance with California Vehicle Code Section 21213.

G. Parks. Electric mobility devices in parks and other City facilities is governed by 12.24.040 of this code.

H. Modifications. A person shall not tamper with or modify an electric mobility device so as to change the speed capability of the device, unless the device continues to meet the definition of an electric mobility device under Section 10.04.085 and the person appropriately replaces labels required under the California Vehicle Code.

**SECTION 6. Addition.** Section 10.08.250 (“Parking electric mobility devices”) is added to Chapter 10.08 (“TRAFFIC REGULATIONS”) of Title 10 (“VEHICLES AND TRAFFIC”) of the Sierra Madre Municipal Code to read as follows:

10.08.250 Parking electric mobility devices.

A. No person shall park or leave any electric mobility device upon any street, alley, bikeway, sidewalk in the central core area or adjacent to any place of public assembly in such a manner as to obstruct or hinder the free passage of pedestrians or other vehicles or devices permitted to use the same.

B. No person shall park or leave any electric mobility device within a crosswalk, loading zones, marked ADA-accessible parking spaces, or within a curb parallel to a bus stop.

**SECTION 7. Amendment.** Section 10.12.040 (“Traffic regulations apply to person riding bicycles or animals”) of Chapter 10.12 (“ADMINISTRATION AND ENFORCEMENT”) of Title 10 (“VEHICLES AND TRAFFIC”) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

10.12.040 Traffic regulations apply to persons riding bicycles or animals.

A. Every person riding an electric mobility device or bicycle or riding or driving an animal upon a highway has all of the rights and shall be subject to all of the duties applicable to the driver of a vehicle by this chapter.

B. Whenever traffic control devices indicate no right- or left-hand turn or U-turn is permitted, no person operating an electric mobility device shall disobey the direction of any such sign, except where such person dismounts to make such turn.

C. At all times that a person is dismounted from the electric mobility device, bicycle, or animal in their immediate possession, such person shall then obey the regulations applicable to pedestrians.

**SECTION 8. Addition.** Section 10.12.090 (“Electric mobility device enforcement”) is added to Chapter 10.12 (“ADMINISTRATION AND ENFORCEMENT”) of Title 10 (“VEHICLES AND TRAFFIC”) of the Sierra Madre Municipal Code to read as follows:

10.12.090 Electric mobility device enforcement.

A. Any violation of this code’s regulations for electric mobility devices, is declared to be a public nuisance and is further subject to the administrative citation procedures under Chapter 1.18 of this code.

B. Police officers, those city employees designated by the city manager, and any party contracted by the city to specifically store or impound electric mobility devices are authorized to store or impound any electric mobility device that has been abandoned and/or placed in a public right-of-way or on public property in violation of this chapter.

1. Any device not retrieved within thirty calendar days of notice shall be subject to disposal.
  2. Impound of any device shall be subject to an impound fee established by city council through separate resolution.
- C. In the event the operator of the electric mobility device is a juvenile, officers will make every effort to contact the parent(s) or responsible guardian(s) of the said operator and advise them of the nature of the violation. This shall occur at the time of the stop or as soon as practical.
- D. Each parent or legal guardian having custody and control of a minor who is issued an administrative citation for violation of this chapter shall be jointly and severally liable with such minor for payment of the administrative fine.

**SECTION 9. Amendment.** Section 12.24.040 (“Traffic regulations”) of Chapter 12.24 (“PUBLIC PARKS AND RECREATION CENTERS”) of Title 12 (“STREETS, SIDEWALKS AND PUBLIC PLACES”) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

#### 12.24.040 Traffic regulations.

It is unlawful for any person to commit or permit any of the hereinafter specified acts in any public park or recreation center in the city:

- A. To fail to comply with all applicable provisions of the State Motor Vehicles Traffic laws in regard to equipment and operation of vehicles together with such regulations as are contained in this and other city ordinances;
- B. To drive a vehicle, or operate an electric mobility device in any park at a speed greater than is reasonable or prudent, having due regard for the traffic on, and the surface and width of, roadway, and in any event at a speed in excess of ten miles per hour;
- C. To ride or drive any bicycle, electric mobility device, or motor vehicle elsewhere than on roads, trails or driveways, provided for that purpose;
- D. To park or stand a bicycle or vehicle in other than a designated parking area, and such use shall be in accordance with posted directions thereat;
- E. To fail to observe carefully all traffic signs indicating speed, direction, caution, stopping or parking, and all others posted for proper control and to safeguard life and property;
- F. The ~~recreation director, or other authorized representative of the community services commission, city manager or police chief,~~ may close or barricade any traffic and all park roads, driveways or parking areas at any time or direct traffic thereon as may be necessary.

**SECTION 10. Amendment.** Section 10.08.220 (“Horses prohibited in central traffic district”) of Chapter 10.08 (“TRAFFIC REGULATIONS”) of Title 10 (“VEHICLES AND TRAFFIC”) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

#### 10.08.220 Horses prohibited in central core area traffic district.

No person shall ride, lead or drive a horse in the central core area as defined in Section 17.35.050. ~~central traffic district of the city as depicted in Exhibit A attached to the ordinance codified in~~

~~this section and kept on file in office of the city clerk. The central traffic district was established by the city council in Resolution No. 76-38.~~

**SECTION 11. Amendment.** Section 10.08.230 (“Use of skateboards, etc. in the central traffic district”) of Chapter 10.08 (“TRAFFIC REGULATIONS”) of Title 10 (“VEHICLES AND TRAFFIC”) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

10.08.230 Use of skateboards, etc. in the central core area ~~traffic district~~.

A. No person shall operate or use any skateboard, roller skates, roller blades, or other similar device upon:

1. Any roadway or sidewalk in the central core area ~~traffic district~~;
2. Any parking lot, sidewalk, walkway, or other portion of the buildings, property, or premises of the Sierra Madre City Hall, located at 232 West Sierra Madre Boulevard; the Sierra Madre Public Library, located at 440 West Sierra Madre Boulevard; the Sierra Madre Fire Department, located at 242 West Sierra Madre Boulevard; and the Sierra Madre Police Department, located at 242 West Sierra Madre Boulevard and any other place specified by resolution of the city council and identified by signs making references to this section.

B. A person violating subsection A of this section shall be punishable as follows:

1. A first violation within a twelve-month period shall be an infraction punishable by a fine of not more than one hundred dollars.
2. A second violation within a twelve-month period shall be an infraction punishable by a fine of not more than two hundred dollars.
3. A third violation within a twelve-month period shall be an infraction punishable by a fine of not more than five hundred dollars.
4. A fourth or further violation within a twelve-month period shall be a misdemeanor punishable, as provided in Section [1.12.010](#) of this code.

**SECTION 12. CEQA.** These code amendments are exempt from environmental review under the California Environmental Quality Act because they are regulatory and enforcement measures that will not result in any direct or indirect physical impacts on the environment, and which are further exempted from review under the California Environmental Quality per California Code of Regulations, title 14, section 15321, which exempts enforcement of laws, general rules, standards, and objectives administered or adopted by the agency from environmental review.

**SECTION 13. Severability.** If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance 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 Ordinance 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 14. 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 15. Publication.** Pursuant to Government Code Section 36933, the City Clerk shall cause this Ordinance to be published or posted.

**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. Effective Date.** Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption.

**PASSED, APPROVED, AND ADOPTED** this [redacted]th day of April, 2026.

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Kristine Lowe, Mayor

**I HEREBY CERTIFY** that the foregoing Ordinance had its second reading on the [redacted] day of [redacted] 2026, and was duly adopted at a regular meeting held on the [redacted] day of [redacted] 2026, by the City Council of the City of Sierra Madre, California, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Laura Aguilar, City Clerk

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### **10.04.015 Bicycle**

"Bicycle" has the same meaning as in California Vehicle Code Section 231, which expressly includes e-bikes.

### **10.04.020 Central traffic district.**

"Central traffic district" means all streets and portions of streets within the area as may be prescribed by resolution of the city council.

### **10.04.020 Bikeway**

"Bikeway" has the same meaning as in California Streets and Highways Code Section 890.4, meaning all facilities that provide primarily for, and promote, bicycle travel, which includes bike paths or shared use paths, bike lanes, bike routes, cycle tracks or separated bikeways.

### **10.04.162 Roadway**

"Roadway" means the portion of a highway or street improved, designed, or ordinarily used for vehicular travel.

### **10.04.085 Electric mobility device.**

A. "Electric mobility device" includes the following, each as defined in the California Vehicle Code, as it may be amended from time to time:

1. "Electric bicycle" or "E-Bike" has the same meaning as in California Vehicle Code Section 312.5, meaning a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts. Classifications of electric bicycles are as follows:

a. "Class 1" has the same meaning given to such term in California Vehicle Code Section 312.5(a)(1), meaning a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour, and that is not capable of providing assistance to reach speeds greater than 20 miles per hour.

b. "Class 2" has the same meaning given to such term in California Vehicle Code Section 312.5(a)(2), meaning a bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.

c. "Class 3" has the same meaning given to such term in California Vehicle Code Section 312.5(a)(3), meaning a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour and is equipped with a speedometer.

2. "Electric personal assistive mobility device" has the same meaning as in California Vehicle Code Section 313, as it may be amended from time to time, meaning a self-balancing, nontandem two-wheeled device, that is not greater than 20 inches deep and 25 inches wide and can turn in place, designed to transport only one person, with an electric propulsion system averaging less than 750 watts (1 horsepower), the maximum speed of which, when powered solely by a propulsion system on a paved level surface, is no more than 12.5 miles per hour.

3. "Electrically motorized board" has the same meaning as in California Vehicle Code Section 313.5, as it may be amended from time to time, meaning a wheeled device with a floorboard designed to be stood upon when riding that is not greater than 60 inches deep and 18 inches wide, that is designed to transport only one person, and that has an electric propulsion system averaging less than 1,000 watts, the maximum speed of which, when powered solely by a propulsion system on a paved level surface, is no more than 20 miles per hour, but which may also be powered by human propulsion.

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4. “Motorized scooter” has the same meaning as in California Vehicle Code Section 407.5(a), as it may be amended from time to time, meaning any two- wheeled device that has handlebars, has either a floorboard that is designed to be stood upon when riding or a seat and footrests in place of the floorboard, and is powered by an electric motor. This device may also be designed to be powered by human propulsion. For purposes of this section, a motorcycle, as defined in Section 400, a motor-driven cycle, as defined in California Vehicle Code Section 405, or a motorized bicycle or moped, as defined in California Vehicle Code Section 406, is not a motorized scooter.
  5. “Pocket bike” has the same meaning as in California Vehicle Code Section 473(a), meaning a two-wheeled device having a seat or saddle for the use of the rider that is not designated or manufactured for highway use. A pocket bike does not include an off-highway motorcycle as defined by California Vehicle Code Section 436.
  6. “Low speed vehicle” has the same meaning as in California Vehicle Code Section 385.5(a), as meaning a motor vehicle that has four wheels, can attain speeds between 20 miles per hour and 25 miles per hour on a paved level surface, and that has a gross vehicle weight of less than 3,000 pounds. A “low-speed vehicle” does not mean a golf cart as defined in California Vehicle Code Section 345.
- B. “Electric mobility device” does not include mopeds as defined in California Vehicle Code Section 406, electric motorcycles as defined in California Vehicle Code Section 400, or other motor vehicles subject to registration and motor vehicle insurance requirements. “Electric mobility device” also does not include any mobility devices operated by any disabled persons for mobility or similar uses.
  - C. “Shared mobility device” means an electrically motorized board as defined in Section 313.5 of the Vehicle Code, motorized scooter as defined in Section 407.5 of the Vehicle Code, electric bicycle as defined in Section 312.5 of the Vehicle Code, bicycle as defined in Section 231 of the Vehicle Code, or other similar personal transportation device, except as provided in subdivision (b) of Section 415 of the Vehicle Code, that is made available to the public by a shared mobility service provider for shared use and transportation in exchange for financial compensation via a digital application or other electronic or digital platform.

#### **10.08.220 Horses prohibited in central core area traffic district.**

No person shall ride, lead or drive a horse in the central core area as defined in Section 17.35.050. ~~central traffic district of the city as depicted in Exhibit A attached to the ordinance codified in this section and kept on file in office of the city clerk. The central traffic district was established by the city council in Resolution No. 76-38.~~

#### **10.08.230 Use of skateboards, etc. in the central core area traffic district.**

- A. No person shall operate or use any skateboard, roller skates, roller blades, or other similar device upon:
  1. Any roadway or sidewalk in the central core area traffic district;
  2. Any parking lot, sidewalk, walkway, or other portion of the buildings, property, or premises of the Sierra Madre City Hall, located at 232 West Sierra Madre Boulevard; the Sierra Madre Public Library, located at 440 West Sierra Madre Boulevard; the Sierra Madre Fire Department, located at 242 West Sierra Madre Boulevard; and the Sierra Madre Police Department, located at 242 West Sierra Madre Boulevard and any other place specified by resolution of the city council and identified by signs making references to this section.
- B. A person violating subsection A of this section shall be punishable as follows:
  1. A first violation within a twelve-month period shall be an infraction punishable by a fine of not more than one hundred dollars.
  2. A second violation within a twelve-month period shall be an infraction punishable by a fine of not more than two hundred dollars.

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3. A third violation within a twelve-month period shall be an infraction punishable by a fine of not more than five hundred dollars.

4. A fourth or further violation within a twelve-month period shall be a misdemeanor punishable, as provided in Section [1.12.010](#) of this code.

### **10.08.240 Use of Electric Mobility Devices.**

A. Sidewalks. No person shall operate an electric mobility device upon sidewalks in the central core area, as defined in 17.35.050, except:

1. on any area designated as a driveway or as necessary to enter or leave adjacent property; and

2. when reasonably necessary to leave the roadway or bikeway to avoid hazardous conditions, debris, or other obstacles.

B. No person shall operate an electric mobility device upon any equestrian, hiking or recreational trail. Nothing herein shall be deemed to prohibit operation of any electric bicycle upon any bikeway, bicycle trail, or any other location where a standard bicycle is permitted.

C. Duty to operate electric mobility devices with due care. All persons operating an electric mobility device must exercise due care under the circumstances and conditions then existing. Operating an electric mobility device in a manner that endangers or is likely to endanger persons or property is prohibited.

1. A person operating an electric mobility device must use a reasonable and prudent speed under the conditions then existing—a maximum of 28 mph in roadways and bikeways and 10 mph on sidewalks.

2. No person shall operate an electric mobility device in a manner it was not designed for, including carrying passengers when not intended for carrying passengers.

3. Persons operating electric mobility devices on sidewalks shall yield right of-way to persons not operating such vehicles.

4. No person operating an electric mobility device shall attempt to perform any acrobatic trick or stunt, including intentionally lifting one or more wheels into the air, while riding on a highway or bikeway.

5. No person under the age of 16 may operate a class 3 electric bicycle, as required by California Vehicle Code Section 21213.

6. A person operating an electric mobility device must comply with all posted signage and City rules governing the use of paths, trails, parks, and other facilities.

7. No person shall operate an electric mobility device in a manner that violates California Vehicle Code or regulations within this code.

E. Motorized Scooters. Use of motorized scooters must comply with a 15 mph maximum speed, as required by California Vehicle Code Section 22411. A person may operate a motorized scooter in a roadway where the posted speed limit is up to 35 mph. Motorized scooters shall operate in the roadway or bikeway rather than the sidewalk where practicable and consistent with provisions of this code.

F. Helmets required.

1. No person under 18 years of age may operate or ride as a passenger upon any electric mobility device unless that person is wearing a properly fitted and fastened bicycle helmet, as required by California Vehicle Code Sections 21212 and 21235.

2. All persons operating a Class 3 electric bicycle must wear a properly fitted and fastened bicycle helmet in accordance with California Vehicle Code Section 21213.

G. Parks. Electric mobility devices in parks and other City facilities is governed by 12.24.040 of this code.

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H. Modifications. A person shall not tamper with or modify an electric mobility device so as to change the speed capability of the device, unless the device continues to meet the definition of an electric mobility device under Section 10.04.085 and the person appropriately replaces labels required under the California Vehicle Code.

### **10.08.250 Parking electric mobility devices.**

- A. No person shall park or leave any electric mobility device upon any street, alley, bikeway, sidewalk in any business district or adjacent to any place of public assembly in such a manner as to obstruct or hinder the free passage of pedestrians or other vehicles or devices permitted to use the same.
- B. No person shall park or leave any electric mobility device within a crosswalk, loading zones, marked ADA-accessible parking spaces, or within a curb parallel to a bus stop.

### **10.12.030 Shared mobility device.**

A. Purpose. The purpose of this section is to prohibit shared mobility devices with dockless technology from being abandoned in the public right-of-way or on public property, or offered for use anywhere in the city by a private entity, so as to allow for adequate pedestrian traffic flow and to ensure the public health, safety and welfare of the city.

B. Definition.

"Dockless technology" systems consist of devices, such as bicycles or scooters that do not require fixed docking stations for users to receive or return units.

~~"Shared mobility device" means any wheeled device, other than an automobile or motorcycle, that is powered by a motor or other power source, or to be powered by human propulsion; is accessed via an on-demand portal, whether a smartphone application, membership card, or similar method; is operated by a private entity that owns, manages, and maintains devices for shared use by members of the public; and is available to members of the public in unstaffed, self-service locations, except for those locations which are designated by the city. Holds the same meaning as defined in Section 10.04.200. Shared mobility device does not include any power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor or outdoor movement.~~

C. Prohibition.

1. It is unlawful to park, leave standing, leave lying, abandon, or otherwise place a shared mobility device with dockless technology in a public right-of-way or on public property anywhere within the city.
2. It is unlawful for a private entity to provide or offer for use a shared mobility device with dockless technology anywhere within the city.

D. Violations.

1. Any violation of this section is declared to be a public nuisance and is further subject to the administrative citation and criminal enforcement provisions of this code.
2. Police officers, those city employees designated by the city manager, and any party contracted by the city to specifically store or impound shared mobility devices are authorized to store or impound any shared mobility device that has been offered for use, abandoned and/or placed in a public right-of-way or on public property in violation of this chapter.
3. Any device not retrieved within thirty calendar days of notice shall be subject to disposal.
4. Impound of any device shall be subject to an impound fee established by city council through separate resolution.

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### **10.12.040 Traffic regulations apply to persons riding bicycles or animals.**

- A. Every person riding an electric mobility device or bicycle or riding or driving an animal upon a highway has all of the rights and shall be subject to all of the duties applicable to the driver of a vehicle by this chapter.
- B. Whenever traffic control devices indicate no right- or left-hand turn or U-turn is permitted, no person operating an electric mobility device shall disobey the direction of any such sign, except where such person dismounts to make such turn.
- C. At all times that a person is dismounted from the electric mobility device, bicycle, or animal in their immediate possession, such person shall then obey the regulations applicable to pedestrians.

### **10.12.090 Electric mobility device enforcement.**

- A. Any violation of this code's regulations for electric mobility devices, is declared to be a public nuisance and is further subject to the administrative citation and criminal enforcement provisions of this code.
- B. Police officers, those city employees designated by the city manager, and any party contracted by the city to specifically store or impound electric mobility devices are authorized to store or impound any electric mobility device that has been abandoned and/or improperly parked in a public right-of-way or on public property in violation of this chapter.
  - 1. Any device not retrieved within thirty calendar days of notice shall be subject to disposal.
  - 2. Impound of any device shall be subject to an impound fee established by city council through separate resolution.
- C. In the event the operator of the electric mobility device is a juvenile, officers will make every effort to contact the parent(s) or responsible guardian(s) of the said operator and advise them of the nature of the violation. This shall occur at the time of the stop or as soon as practical.
- D. Each parent or legal guardian having custody and control of a minor who is issued an administrative citation for violation of this chapter shall be jointly and severally liable with such minor for payment of the administrative fine.

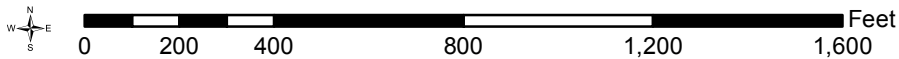
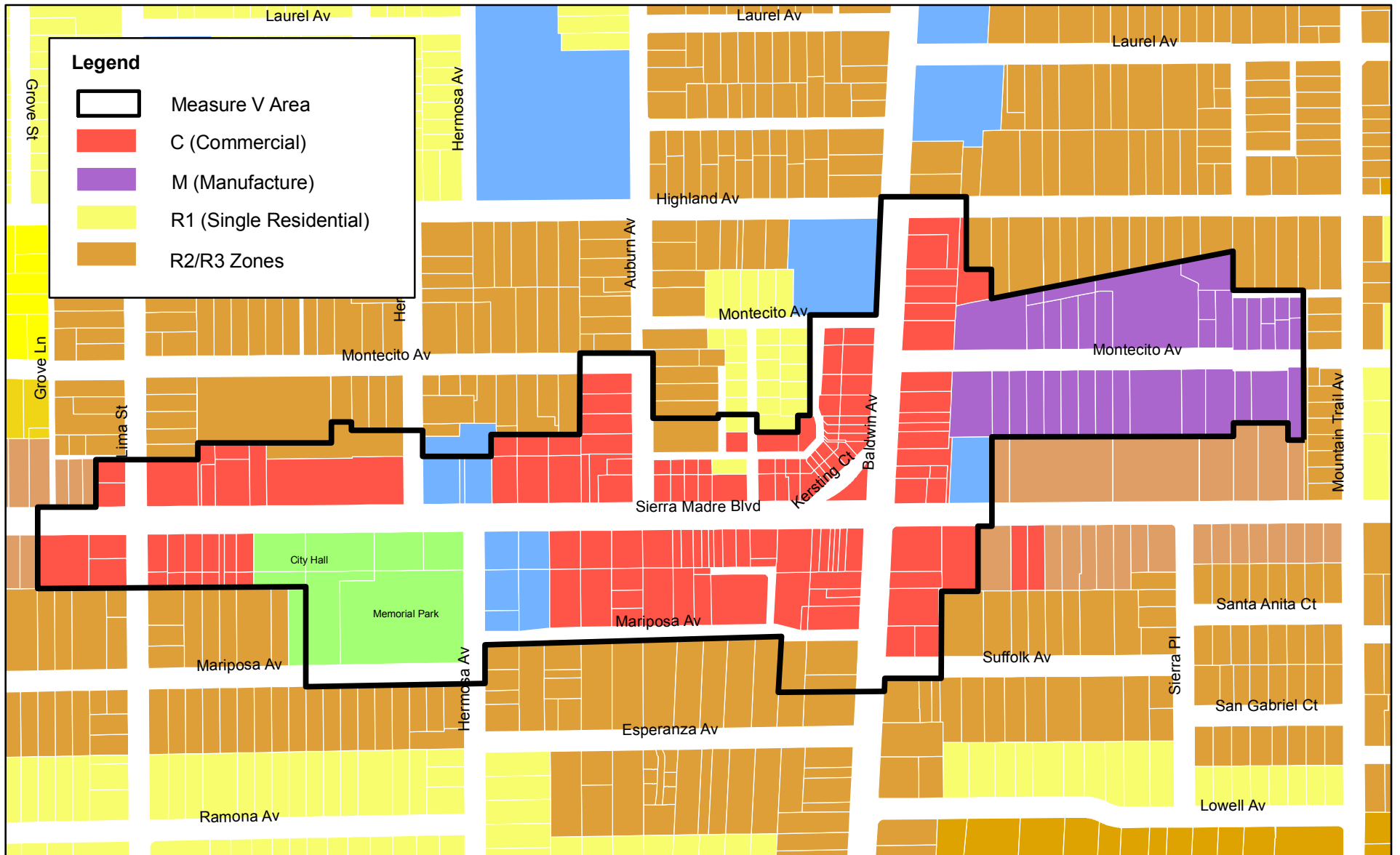
### **12.24.040 Traffic regulations.**

It is unlawful for any person to commit or permit any of the hereinafter specified acts in any public park or recreation center in the city:

- A. To fail to comply with all applicable provisions of the State Motor Vehicles Traffic laws in regard to equipment and operation of vehicles together with such regulations as are contained in this and other city ordinances;
- B. To drive a vehicle or operate an electric mobility device in any park at a speed greater than is reasonable or prudent, having due regard for the traffic on, and the surface and width of, roadway, and in any event at a speed in excess of ten miles per hour;
- C. To ride or drive any bicycle, electric mobility device, or motor vehicle elsewhere than on roads, trails or driveways, provided for that purpose;
- D. To park or stand a bicycle or vehicle in other than a designated parking area, and such use shall be in accordance with posted directions thereat;

- 
- E. To fail to observe carefully all traffic signs indicating speed, direction, caution, stopping or parking, and all others posted for proper control and to safeguard life and property;
  - F. The ~~recreation director, or other authorized representative of the community services commission,~~ city manager or police chief, may close or barricade any traffic and all park roads, driveways or parking areas at any time or direct traffic thereon as may be necessary.

# Downtown Area Map



City of Sierra Madre (Downtown Overlay Zone)





# CITY OF SIERRA MADRE

## STAFF REPORT

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### PUBLIC WORKS SERVICES

**DATE:** April 28, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Brian Dickinson, Director of Public Works  
By: Eric Lozick, Management Analyst

**SUBJECT:** **Professional Services Agreement with Nobel Systems, Inc. for GIS/Asset Management Software and Support Services in an Amount Not to Exceed \$253,334**

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#### **RECOMMENDATION**

It is recommended that the City Council approve a Professional Services Agreement with Nobel Systems, Inc. for the implementation, hosting, training, integration, and support of a GIS/Asset Management cloud-based software solution for an initial three-year term of \$80,000 annually, plus \$13,334 to complete Fiscal Year 2025-26, for a total not to exceed amount of \$253,334, and authorize the City Manager to execute the agreement in a form approved by the City Attorney.

#### **SUMMARY**

The City currently maintains GIS mapping data for water, sewer, stormwater, streets, and tree assets through its existing ESRI environment, but asset tracking, inspections, work order management, service requests, and maintenance history remain distributed across multiple tools and processes. The proposed agreement with Nobel Systems, Inc. would implement a unified, cloud-based GIS/Asset Management platform that would serve as a centralized system for infrastructure and related field operations.

The proposed platform would allow City to manage assets, inspections, preventive and corrective maintenance, work orders, and public service requests within a single map-based system integrated with the City's existing ArcGIS environment. It would also provide mobile iPhone and iPad field capability, including offline use in canyon and low-connectivity areas, support real-time field documentation of work activity, improve public-facing service request tracking, and provide stronger data for condition assessment, capital planning, and emergency damage documentation.

During a September 2025 City Council meeting staff informed that a lack of a comprehensive software created Data gaps in managing City assets, and providing a more efficient way to have service requests reported and tracked.

#### **DISCUSSION & ANALYSIS**

On February 11, 2026, the Public Works Department issued a Request for Proposals for a GIS/Asset Management Software Solution. Proposals were due on March 11, 2026, and the City received four responsive proposals. Staff evaluated the proposals using weighted criteria that included scope of work, functional and technical capabilities, experience and qualifications, implementation, support and training, and cost. Based on the composite scoring of the evaluation team, the firms ranked as follows:

<b>Proposing Firm</b>	<b>Total Composite Score</b>
Nobel Systems, Inc.	26.435
PSD Citywide	23.640
CentralSquare Technologies, LLC	23.505
AtomAI Solutions Inc.	22.850

Based on the evaluation results, staff recommends awarding the agreement to Nobel Systems, Inc., which submitted the highest-ranked proposal. If approved, the proposed platform would provide the City with a centralized, GIS-based system for managing work orders, inspections, asset records, service requests, and related field documentation across water, sewer, stormwater, streets, and other public infrastructure.

Operationally, the system would allow staff to create, assign, track, document, and close work orders in the office or field; capture inspection and condition data; attach photos, videos, and as-built records to assets and maintenance activity; and maintain a more complete history of repairs, service requests, and operational response. Because the platform is map-based and integrated with GIS records, staff would also be able to analyze service activity spatially, develop reports and dashboards, quantify workload and response trends over time, and identify recurring problem areas or geographic concentrations of service requests to better target preventative maintenance and support capital replacement planning.

The proposal includes phased implementation within nine months, but anticipate being completed within two to three months, and includes hosting, training, technical support, mobile field capability, a public-facing service request portal, and tools for documenting storm and wildfire damage for emergency response and reimbursement-related recordkeeping.

**STRATEGIC PLAN RELATIONSHIP**

This item supports the City's goals of improving service delivery, modernizing internal operations, strengthening infrastructure management practices, and supporting data-informed capital planning and emergency readiness.

**ENVIRONMENTAL ANALYSIS**

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities

**FISCAL IMPACT**

The proposed agreement is in an amount not to exceed \$80,000 annually for each of the first three years, plus \$13,334 for the remainder of the current fiscal year for a total initial contract amount not to exceed \$253,334. Nobel Systems' proposal states that implementation, training, hosting, support, and requested integration costs are included within the annual lump-sum amount. Due to the nature of the City's infrastructure, the cost breakdown will be 40 percent General Fund, 30 percent Water Fund, and 30 percent Sewer Fund.

Fiscal Year 2025/2026 funding of \$13,334 is proposed to be shared across the following accounts (this expenditure would be absorbed by existing FY 2025/26 budget, no additional appropriation is required):

- **Water Enterprise Fund:** 30 percent or \$4,000.20 (Account #71000.81100.52100 Professional Services)

- **General Fund:** 40 percent or \$5,333.60 (Account #10000.82000.52100 Professional Services)
- **Sewer Fund:** 30 percent or \$4,000.20 (Account #72000.81200.52200 Contract Services)

Fiscal Year 2026/2027 \$80,000 funding is proposed to be shared across the following accounts below. If approved, this expenditure will be incorporated into the FY 2026/2027 proposed budget and future years for the remainder of the contract term.

- **Water Enterprise Fund:** 30 percent or \$24,000 (Account #71000.81100.52100 Professional Services)
- **General Fund:** 40 percent or \$32,000 (Account #10000.82000.52100 Professional Services)
- **Sewer Fund:** 30 percent or \$24,000 (Account #72000.81200.52200 Contract Services)

Approved by:



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Michael Bruckner  
City Manager

**Attachments**

[Attachment 1 - Nobel Systems Proposal](#)

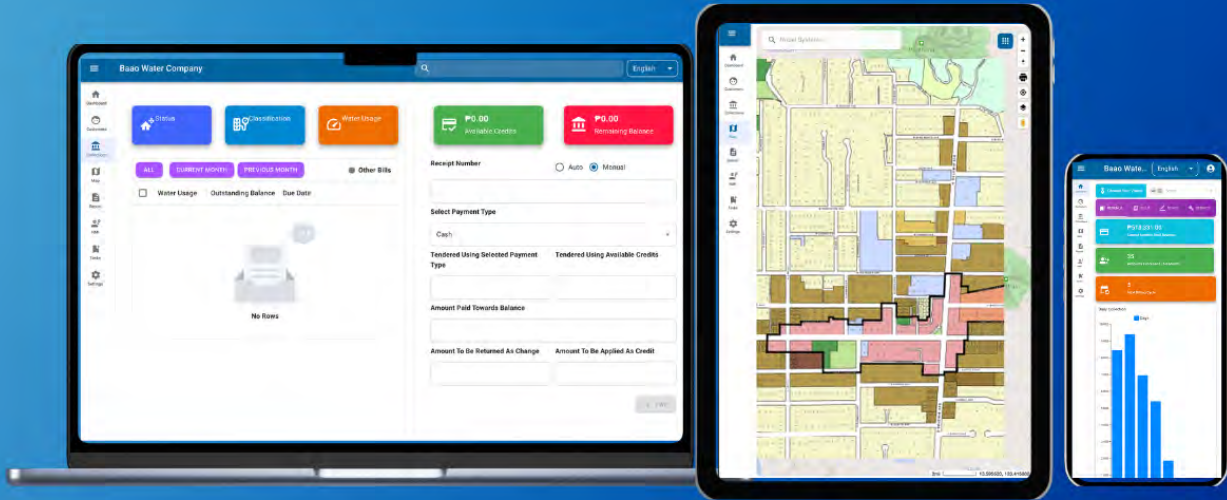
[Attachment 2 - Asset Management Evaluation Form Scores Summary](#)

[Attachment 3 - Professional Services Agreement](#)



*Advancing Smart Technology*

## Real-Time Locational Mapping and Field Management



# PROPOSAL FOR GIS - ASSET MANAGEMENT SOFTWARE



**City of Sierra Madre**

**March 11, 2026**

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## COVER LETTER

March 11, 2026

### **City of Sierra Madre**

Public Works Department  
232 West Sierra Madre Blvd.  
Sierra Madre, CA 91024

### **Subject: Proposal for GIS – Asset Management Software**

Dear *Sir / Madam*:

On behalf of Nobel Systems, Inc., we are pleased to submit our proposal in response to the City of Sierra Madre’s Request for Proposals for a GIS-Based Asset Management Software solution. Nobel Systems is a Redlands, California-based Small Business Enterprise with 33 years of experience delivering professional GIS services and proprietary SaaS solutions to cities, counties, and public utilities across the United States and internationally.

Our proposal presents the GeoViewer platform – Nobel Systems’ own cloud-hosted, SaaS-based GIS and asset management solution, purpose-built for municipal public works and utility operations. GeoViewer is currently deployed and actively serving multiple Southern California cities and water districts, including the City of South Gate, City of Upland, City of Laguna Hills, City of El Monte, City of Glendora, and many others. This depth of regional experience means our team understands firsthand the operational demands, regulatory requirements, and geographic conditions specific to Southern California municipalities like Sierra Madre.

GeoViewer delivers every core capability the City has identified in this RFP: seamless ArcGIS Enterprise integration via REST API, a native iOS mobile field application with full offline/disconnected mode, a closed-loop public service request portal, FEMA-formatted emergency damage documentation, real-time work order management, and a full suite of specialized inspection modules for water, sewer, stormwater, pavement, and fire department assets. Nobel Systems manages all hosting, updates, support, and training – included in a single all-inclusive annual subscription.

Project management for this engagement will be led from Nobel Systems’ corporate office in Redlands, California, under the direct leadership of Mr. Balaji Kadaba, Vice President of Operations. Mr. Kadaba brings extensive asset management and GIS project management experience and has personally led comparable implementations for the City of South Gate, City of El Monte, and El Toro Water District. Nobel Systems commits to the full and continuous availability of our designated key staff throughout the duration of the project.

We confirm that this proposal is a firm offer valid and binding for **90 calendar days** from the date of submission, that Nobel Systems has no known conflicts of interest with the City of Sierra Madre, and

that the undersigned is duly authorized to submit this proposal and bind Nobel Systems contractually.

We look forward to the possibility of partnering with the City of Sierra Madre and to making GeoViewer the operational backbone of your infrastructure management program.

Sincerely,



**Balaji Kadaba**

Vice President of Operations

Nobel Systems, Inc.

Office : (909) 891-0896

Mobile : (909) 266-6986

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## EXECUTIVE SUMMARY

The City of Sierra Madre is seeking a modern, enterprise-grade, cloud-hosted asset management platform that is GIS-native, integrated with the City’s ArcGIS Enterprise environment as the authoritative spatial system of record, and capable of supporting coordinated asset, inspection, work order, service request, and field operations across multiple departments. The City’s requirements encompass web-based GIS access and reporting, iOS-based mobile data collection with robust disconnected capability, CMMS-based work order and inventory management, condition and risk analytics to support infrastructure renewal planning, a public-facing portal with real-time service request tracking, and emergency damage documentation suitable for Cal OES and FEMA reimbursement workflows. The City also requires a phased implementation completed within nine (9) months, beginning with migration from XY Maps and single sign-on integration.

**GeoViewer** is exceptionally well aligned with this vision. It is a unified, map-centric operational platform that enables the City to manage infrastructure assets, inspections, maintenance activities, and resident-facing requests within a single cloud-hosted environment. The platform can be configured to support Sierra Madre’s cross-departmental needs spanning water, sewer, stormwater, streets, trees, facilities, and related public works infrastructure, while also supporting Fire Department use cases such as wildfire risk visualization, hydrant inspection management, prevention program tracking, and emergency damage assessment. Through a configuration-driven deployment model, GeoViewer accelerates implementation while preserving flexibility for Sierra Madre’s operational workflows, reporting requirements, and role-based access controls.

GeoViewer is Nobel Systems’ proprietary SaaS platform, developed, supported, and continuously enhanced in-house. The platform is actively deployed across more than 77 municipal and utility clients and has been proven in real-world local government environments requiring mobile field operations, GIS-centric workflows, and scalable asset management. GeoViewer integrates directly with the City’s ArcGIS environment through ArcGIS REST APIs, enabling real-time synchronization with the City’s authoritative GIS while preserving a high-performance, browser-based and mobile-optimized user experience. All application components—including internal web GIS tools, mobile field applications, service request workflows, dashboards, and specialized operational modules—operate within a single hosted platform with no on-premises software footprint.

GeoViewer’s principal value to Sierra Madre lies in its ability to unify GIS, asset management, and operational execution into one coherent environment. Rather than treating GIS as a disconnected reference map, GeoViewer makes location the organizing framework for inspections, work orders, preventive maintenance, document access, condition scoring, and risk-based prioritization. This approach is especially important for Sierra Madre, where the City seeks to connect infrastructure records, field data collection, public requests, and capital planning decisions across departments and asset classes.

For field operations, GeoViewer Mobile provides native iOS capability optimized for iPhones and iPads, including disconnected use in low-connectivity environments, automatic synchronization, GPS location awareness, barcode and QR code scanning, photo and video attachment, redlining,

and access to as-built documentation in the field. This directly addresses the City's stated need for mobile asset inspections, work order execution, and data collection in Sierra Madre's canyon and hillside conditions. Field users can open, update, and close work orders; capture inspection findings; attach media and supporting documents; and synchronize changes back to the core system once connectivity is restored.

GeoViewer also supports Sierra Madre's objective of delivering a closed-loop public service experience. Through the public-facing citizen portal, residents can submit service requests, upload relevant information, and monitor the status of their requests from intake through closure. Internally, those requests are routed into the operational workflow, where City staff or contract personnel can evaluate, dispatch, complete, and document the response. This creates an auditable, transparent service process that improves responsiveness while reducing fragmentation between resident communications and field execution.

For asset stewardship and long-range planning, GeoViewer provides a practical framework for maintaining asset inventory, inspection history, condition data, lifecycle information, and risk indicators in one place. This supports Sierra Madre's requirement to update outdated condition data, track preventive and corrective maintenance, and perform risk-informed analysis for infrastructure renewal and repair planning. Because work history, condition observations, and geospatial context are managed together, the City can more effectively prioritize replacement and rehabilitation programs across water, sewer, streets, stormwater, and related infrastructure systems.

The platform also brings distinct value to Sierra Madre's fire prevention and emergency preparedness objectives. GeoViewer can support parcel-level wildfire risk visualization, Zone 0 and defensible space inspection workflows, hydrant inspection and out-of-service tracking, and dashboard-driven management oversight for readiness and compliance. In emergency conditions, the platform can be configured to capture storm or wildfire damage using GPS-tagged photos, labor and equipment records, and location-based incident documentation, thereby improving the City's readiness to assemble reimbursement documentation for Cal OES and FEMA claims.

From a commercial and operational standpoint, GeoViewer is offered as an all-inclusive subscription service designed to simplify budgeting and reduce procurement risk. The subscription model includes software hosting, updates, training, and technical support, with no per-seat licensing constraints and no requirement for the City to procure or maintain on-premises infrastructure. This structure supports broad organizational adoption while helping the City avoid hidden expansion costs as additional departments, users, or workflows are brought into the system.

**Nobel Systems' value extends beyond software.** As the developer, implementer, and long-term support provider of GeoViewer, Nobel Systems delivers a single-source solution partner with deep experience in municipal GIS, asset management, field operations, and public-sector implementation. For Sierra Madre, this means lower delivery risk, faster configuration, clearer accountability, and a platform that can evolve with the City's future needs. Nobel Systems offers Sierra Madre not only a compliant response to this RFP, but a durable operational foundation for smarter asset stewardship, improved public service, and more resilient citywide infrastructure management.

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## 1. OUR UNDERSTANDING OF YOUR REQUIREMENTS

### 1.1 City Objectives and Operating Context

Sierra Madre's Public Works infrastructure footprint includes water distribution (mains, wells, reservoirs, pump stations, pressure regulating stations), sanitary sewer gravity mains and manholes, and a substantial street network. The City currently manages assets using multiple tools with inconsistent practices across departments. The City's objective is to implement one unified Asset Management System with consistent data governance, workflows, and reporting, and compatible with ArcGIS Enterprise.

### 1.2 Core Functional Requirements (as stated in the RFP)

- ArcGIS Enterprise compatibility, with existing spatial data retained as the Single Source of Truth.
- iOS-optimized mobile field operations with real-time sync and robust offline/disconnected workflows, photos/videos, and as-built access offline.
- Condition framework to update/replace 2020 pavement PCI and Urban Forest condition scores through routine maintenance/inspections.
- Closed-loop public portal for residents to submit requests and track status through completion.
- Emergency damage capture with GPS-tagged evidence and labor/equipment logs suitable for Cal OES/FEMA reimbursement.
- Web-based GIS tools for City staff, including search, printing, redlining, reporting, data export, and document linkage.
- Valve isolation/trace to identify valves to close and impacted customers; ability to account for non-operable valves and generate mailing lists.
- CMMS work orders and inventory, including preventive and corrective maintenance history.
- Integration readiness with City systems (e.g., Accela, SSO/Entra ID, Duo, Microsoft 365 email, iWater) and GIS sources (InfraMap/XYMaps).
- Comprehensive Support which provides an all-inclusive annual subscription model covering data storage, software updates, technical support and extensive staff training
- Phased delivery within nine (9) months (Phase 1: migration + SSO; Phase 2: work orders + iOS deployment; Phase 3: public portal + risk dashboards + capital planning).

### 1.3 Fire Department and Wildfire Readiness Requirements

The RFP also includes high-priority requirements for wildfire readiness and prevention program support, including WUI/LRA overlays, parcel-level risk visualization, Zone 0/defensible space inspection tracking, hydrant compliance and out-of-service dashboards, and integration options with CAD/RMS where applicable.

## 2. SOLUTION OVERVIEW AND APPROACH

### 2.1 Solution Overview

We propose GeoViewer to be the City’s unified GIS-centric Asset Management System, delivered as a vendor-managed cloud SaaS solution for minimum period of three (3) years. GeoViewer will be configured to integrate with the City’s ArcGIS Enterprise environment as the authoritative spatial system of record while enabling operational workflows—asset registry, inspections, work orders, service requests, dashboards, document management, and reporting—through a single, map-driven user experience across web and iOS mobile.

### 2.2 The GeoViewer Difference

GeoViewer, a web and mobile-based (SaaS) product delivers operations management solutions that are uniquely built on top of GIS. GeoViewer’s functionality includes:

- Advanced GIS Mapping technologies with offline capabilities
- Asset, Work Order, Inspection management through custom forms
- Smart Inventory Management and tracking abilities
- Specific application driven solutions like: Wachs Integration via Bluetooth, DigMark, Valve Isolation, and leak collection
- Advanced operational workflow tools for long term asset management planning and risk analysis
- Business analytics
- Real-time pressure flow and water quality monitoring through state-of-the-art Internet-of-Things (IoT) devices
- Machine learning module for predicting leaks
- Billing software ties together for field work, customer service, finance and procurement
- Full integration with existing Utility Billing software
- Electronic content management system connecting many different document types

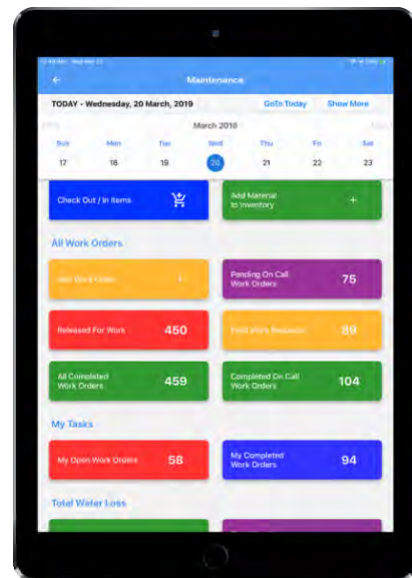


Figure 1: GeoViewer Mobile Dashboard



Figure 2: GeoViewer for desktop, on iPad and iPhone

The City of Sierra Madre will have access to all the latest technology utilizing an open-architecture software that quickly delivers many powerful tools and features such as:

- *Barcode reader using iPhone for tracking inventory*
- *Work order time and material cost analytics including long term asset management funding and risk analysis*
- *Condition assessment and Inspection history*
- *Geospatial reports on assets and operations*
- *Notifications through text, email, or pop-ups on mobile devices or desktop*

Our user-friendly GeoViewer mobile applications enable field crews to perform these and other tasks from their iPhone or iPad devices:

- *Create work orders from the field or office*
- *Track work order expenses for time and materials*
- *Work offline as necessary and seamlessly update the cloud database automatically upon reconnecting to a cellular network.*
- *Quickly view interactive maps: recently serviced areas, inoperable valves, main line breaks, leaks, flushed hydrants, customer service requests, DigAlert tickets, etc.*
- *View live pressure, flow, and water quality data from connected battery powered IoT devices*
- *Upload and store relevant information to work orders including engineering as-builts, contractor receipts, photos, and videos*
- *Chat with coworkers within the application*
- *Route DigAlert tickets, Asset Work Orders through in-built voice-guided navigation*

The following key features highlight how GeoViewer stands out as a comprehensive solution for local governments and utility providers seeking to modernize their operations. Designed with a deep understanding of the challenges faced by public sector organizations, GeoViewer delivers a robust set of capabilities that support field mobility, regulatory compliance, citizen engagement, and seamless data integration. Its architecture and deployment model are purpose-built to enhance service delivery, reduce operational friction, and ensure long-term scalability. Below is an overview of the platform's core advantages:

---

#### ***a. Tailored for Municipal and Utility Operations***

GeoViewer is specifically designed to address the operational needs of municipalities and utility service providers. Its functionalities encompass public works, water distribution, wastewater management, stormwater monitoring, asset tracking, code enforcement, and meter servicing. This focus ensures that the platform aligns with the unique workflows and regulatory requirements of local government entities.

#### ***b. Cloud-Native and Mobile-First Architecture***

GeoViewer operates as a fully cloud-hosted platform with native mobile applications designed for field teams. Features such as offline data collection, real-time synchronization, and GIS-based navigation empower personnel to operate effectively in remote or bandwidth-limited environments. This architecture ensures that critical information is accessible anytime, anywhere, enhancing operational efficiency.

#### ***c. Rapid Deployment and Integration***

GeoViewer deployments follow a structured methodology that includes rapid data acquisition, ETL (extract-transform-load) services for legacy data, and templated implementation workflows. This approach facilitates the swift transition from legacy systems to GeoViewer, minimizing downtime and ensuring continuity of operations.

#### ***d. Integrated Public Engagement Features***

GeoViewer includes optional public-facing modules that enable municipalities to promote transparency and civic participation. These modules allow residents to view non-sensitive asset data, submit service requests, and report public works issues. Such features support compliance with California's SB 272 (Public Records Transparency) and align with open-government initiatives.

#### ***e. Extensive Experience in California***

With over 20 years of operation and numerous active clients throughout California, Nobel Systems offers extensive experience navigating the regulatory, environmental, and procurement frameworks specific to the state. This experience ensures that GeoViewer is not only technically robust but also legally compliant and operationally resilient.

### **2.3 High-Level Architecture**

The proposed architecture aligns to the RFP's requirement for ArcGIS Enterprise compatibility and cloud-hosted SaaS. GeoViewer operates as the workflow and operational execution layer, while ArcGIS Enterprise continues to publish and govern core GIS datasets (water, sewer, stormwater, streets, parcels, addresses, and other reference layers). GeoViewer consumes ArcGIS feature services for map visualization and authoritative geometry/attributes, and maintains operational

records (e.g., work orders, inspections, condition observations, service request lifecycle events) with referential links to ArcGIS assets.

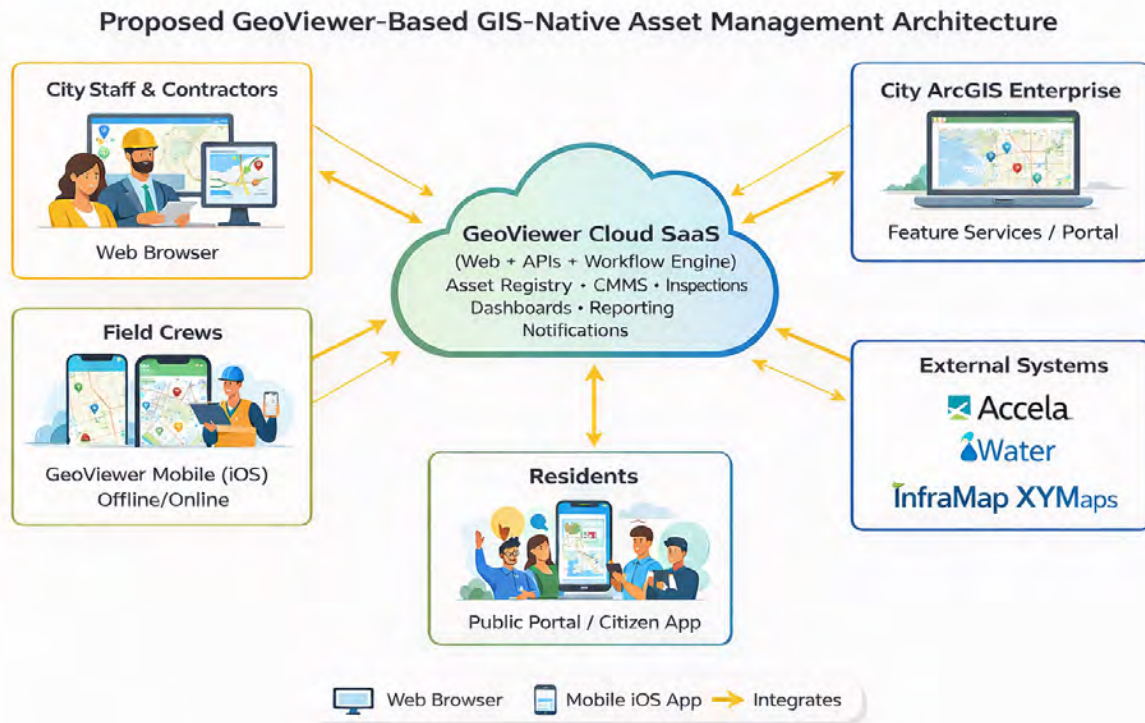


Figure 3: High-level architecture

## 2.4 GeoViewer and ArcGIS integration

In the Scope of Work, the City requires that the system interface with the city’s existing ArcGIS Server GIS database. To enhance the user experience and deliver faster rendering of maps for users, GeoViewer does not run directly on ArcGIS Server, but instead runs on the MapBox platform. This switch originated over 10 years ago when mobile technology - and user expectations - exceeded what native ESRI mobile applications could deliver.

To deliver both the speed and flexibility of MapBox and the power of ArcGIS Server, GeoViewer can seamlessly integrate with the city’s existing ArcGIS Server system while maintaining data integrity between the systems. Using REST APIs provided by ArcGIS FeatureServer, GeoViewer can make REST API calls to update data - in either direction - in real time. GeoViewer has an event-driven architecture where specific events (work orders, inspections, asset updates, etc.) can trigger API calls to ArcGIS FeatureServer in response.

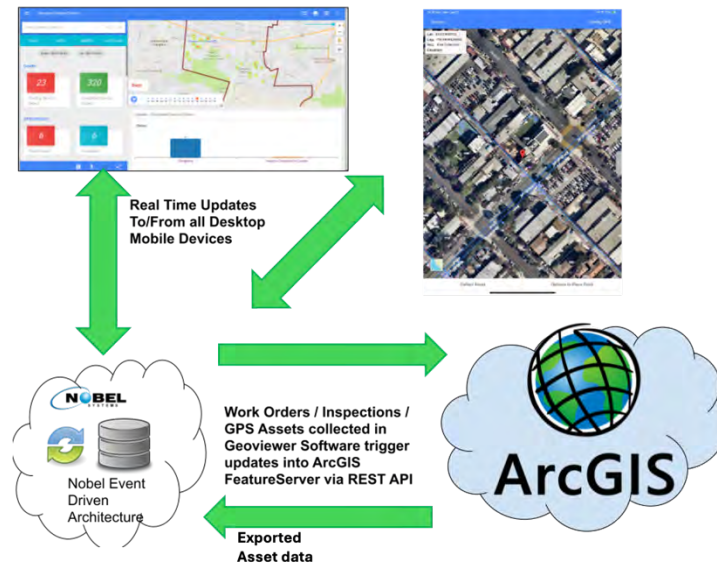


Figure 4: ArcGIS Server Integration

Since ArcGIS Server generally requires authentication, GeoViewer only uses secure connections using tokens or OAuth2.0 protocols for authentication. GeoViewer delivers data in the JSON format which is compatible with ArcGIS Server.

Through this integration process, users of GeoViewer can access any data within ArcGIS Server from any desktop or mobile device. Work Orders, inspection reports, or any other field data will be updated in a related table within the ArcGIS Server in real time. The City of Sierra Madre would need to create the appropriate tables within their ArcGIS Server to receive field generated reports, data, etc.

There are other methods to synchronize GeoViewer and the City's ArcGIS Server, such as scheduled or manual updates between the systems, but the vast majority of our customers prefer the real time integration.

## 2.5 Web GIS Capabilities

GeoViewer Web provides a browser-based operational GIS for City and contract personnel with the following configurable toolset (mapped to RFP requirements):

- Basemaps and imagery: support for satellite basemaps and optional embedded Street View workflows
- Search: by owner/APN, address, asset ID, feature attributes, and street intersections; configurable search profiles by department.
- Map navigation and printing: scale-aware printing to PDF, bookmarks, zoom, and measurement tools.

- Redlining and field notes: markup layers for planning/as-builts, with controlled publish/share options.
- Collaborative sharing: shareable map links and filtered views; optional email sharing using Microsoft 365 relay (per IT policy).
- Reporting: property detail and asset maintenance summaries; exportable tabular outputs (CSV/Excel) for analysis.
- Data export: export selected/filtered features, subject to role permissions.
- Document linkage: one-to-many document associations to assets or work orders (plans, photos, manuals, permits).
- Attribute editing: controlled, auditable attribute updates for permitted layers and fields.

## 2.6 Valve Isolation and Customer Impact Analysis

The GeoViewer Valve Isolation Module allows both office and field staff to identify a location, such as a main break, and determine which valves to close and properties (customers) impacted by service disruption. The module allows operators to select a point on the line, identifies the valves that need to be closed and displays the total properties (customers) affected. Operators can control the specific sets of isolation valves to be considered in the analysis. When the isolation area has been verified, the results can be saved and shared with others.



Figure 5: GeoViewer Valve Isolation Module

## 2.7 CMMS Work Orders Creation, Scheduling, Tracking, Notification and Ancillary Documentation (photos, documents, videos)

GeoViewer's CMMS layer supports preventive and corrective maintenance with map-based work order creation, assignment, execution evidence capture, and closure. Inventory management is configured to track parts and materials usage linked to work orders, with optional barcode/QR workflows on iOS. Work order types, status codes, and service-level targets (SLAs) are configurable per department (Public Works, Water, Sewer, Streets, and Fire Prevention).

The GeoViewer Work Order module was developed specifically to help our customers more effectively schedule, manage, and track asset-based field work. The highly flexible system can generate work orders from the office or field, record work done from the office or field, add

documents or photos to any record, and provide users with user specific lists of work orders assigned to them or their functional team.

GeoViewer's Work Order module can assign work orders to individuals or groups and then customize each user's view based on their unique log in ID. Work orders can be color coded by priority to let users know which have importance over others. All can be seen on the map so they can plan routes accordingly. Once completed, users can enter notes, complete required fields defined by the city, and add photos. Users can add as many photos - or videos - as needed. Images are geotagged so location information is captured for later use.

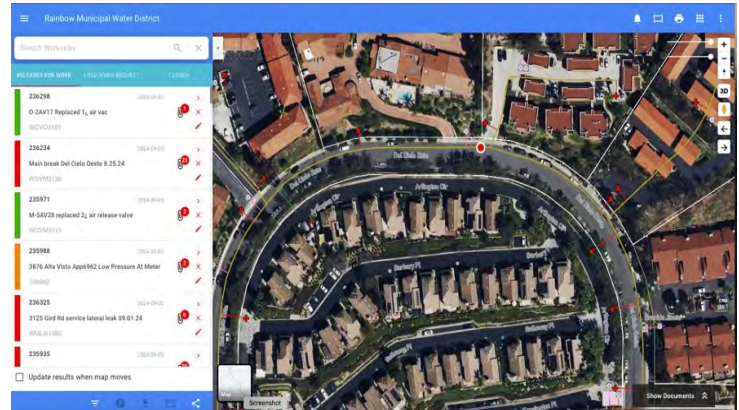


Figure 6: GeoViewer Work Order Module

The list of work orders can dynamically change as the map zooms or pans, allowing users to find work orders near their current or planned location. This can reduce travel time and costs by having work done by those nearby rather than sending someone else out to complete the work.

The list of features and functions of the GeoViewer Work Order module extensive and exceeds the list provided in the Requirements matrix. We look forward to showing the city the power and flexibility of the GeoViewer Work Order module.

**Schedule periodic maintenance by material, condition, maintenance history, time, equipment runtime, or other parameters.**

The highly flexible nature of the GeoViewer Work Order module is such that it can generate work orders using any of the parameters listed above, and more. If the City of Sierra Madre has current condition data, we can use that information to create initial work orders. Once the city generates work orders within GeoViewer we can track that data to flag assets that meet city defined criteria and generate work orders based on this analysis. Scheduling certain time-based work orders, such as valve exercising, or routine periodic maintenance inspections is easily configured into the GeoViewer Work Order module. The only requirement is for the city to identify the assets, the schedule, and who those work orders will be assigned to. GeoViewer will then issue these work orders on the prescribed schedule.

As noted above, should the city require work orders to be scheduled based on equipment run time we will need access to run time data either through a dynamic link to a SCADA enterprise historian server or another source. More details on the specific data sources is required, but this configuration is well within GeoViewer's capabilities.

**Ability to track labor, time management, and create subsequent invoices/bills.**

This is a common feature that many of our customers asked for - so we delivered! Since each user of GeoViewer has a unique log in, we can include each user's burdened or unburdened labor rate into the system. Each user can then log their hours working on a particular work order and GeoViewer will calculate the total labor costs associated with that specific work order. This workflow is seamless, going from a mobile device in the field to a manager's computer in the office **in real time.**

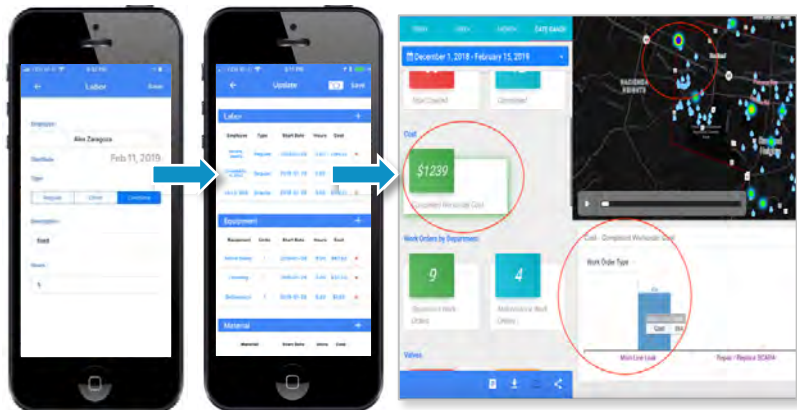


Figure 7: GeoViewer Labor Tracking

In addition, GeoViewer also has an Inventory module that can track materials used for each work order and add those costs to the total. The Inventory module features barcode reading for accurate data entry, the ability to have multiple parts storage locations including parts assigned to individual service trucks, and full inventory level status management features.

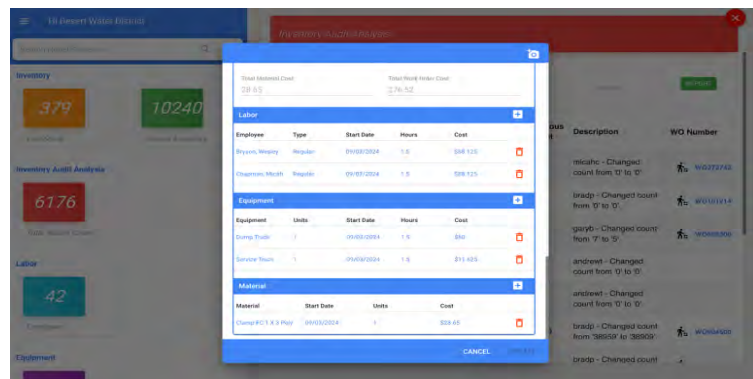


Figure 8: GeoViewer Cost Tracking

The GeoViewer Inventory Dashboard displays real time data on low stock items current inventory counts, parts checked out but not yet used, and much more. This allows maintenance trucks to carry “rolling inventory” and then assign the parts to work orders as they are used. When the truck starts to run low on a particular part, the Inventory Dashboard will inform the users to add more stock to the truck.

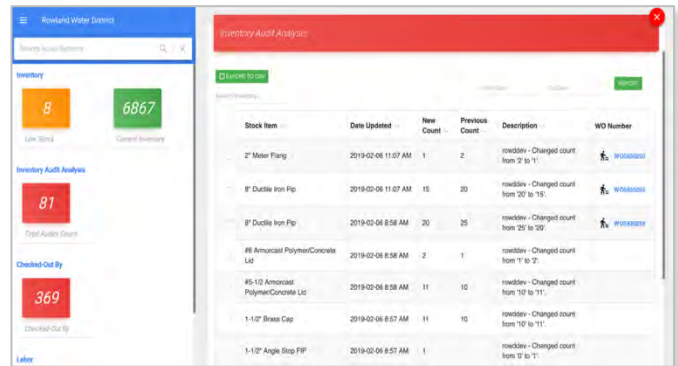
The GeoViewer Work Order module can also track costs associated with equipment. Users can identify the equipment used on a project and using city provided costs for equipment, the total equipment costs can be added work order cost.

This greatly facilitates the process of calculating expenses related to work orders. A common use of this feature is when an errant driver damages a city asset, such as a fence or a fire hydrant. GeoViewer collects all the equipment, materials, and labor costs quickly and efficiently, allowing city staff to accurately bill the responsible party with minimal effort. This also allows managers to track the relative efficiency of work crews and identify the root cause of excessive costs for certain field work.

## CMMS Asset Inventory

In addition, GeoViewer includes an Inventory Dashboard and city definable Inventory Audit Trail Report. The system can allow users to print the state of the Inventory on previous dates.

The GeoViewer Inventory Dashboard quickly displays how many items are low in stock, who checked out the items, the current Inventory count, and a list of inventory changes over a date/time range. GeoViewer also has the capability of warehousing items into different siloes. For example, Sewer Collections crew can check out items only from the “Sewer” warehouse. This applies to any department that has its own inventory warehouse. GeoViewer will keep track of the costs and counts of each warehouse and provide separate budgets.



The screenshot shows two panels. The left panel is the 'Inventory Dashboard' with three cards: 'Low Stock' (8), 'Checked Out By' (369), and 'Inventory Audit Analysis' (81). The right panel is the 'Inventory Audit Analysis' report, which is a table with columns: Stock Item, Date Updated, New Count, Previous Count, Description, and WO Number. The table lists several items with their respective counts and descriptions.

Stock Item	Date Updated	New Count	Previous Count	Description	WO Number
2" Meter Flang	2019-02-08 11:07 AM	1	2	roaddev - Changed count from 2 to 1	W0000000
8" Ductile Iron Pp	2019-02-08 11:07 AM	15	20	roaddev - Changed count from 20 to 15	W0000000
8" Ductile Iron Pp	2019-02-08 8:58 AM	20	25	roaddev - Changed count from 25 to 20	W0000000
48 Amorcaset Polymer/Concrete Lid	2019-02-08 8:58 AM	2	1	roaddev - Changed count from 1 to 2	
45-102 Amorcaset Polymer/Concrete Lid	2019-02-08 8:58 AM	11	10	roaddev - Changed count from 10 to 11	
1-102 Brass Cap	2019-02-08 8:57 AM	11	10	roaddev - Changed count from 10 to 11	
1-102 Angle Stop PIP	2019-02-08 8:57 AM	1		roaddev - Changed count from 0 to 1	

Figure 9: GeoViewer Inventory Module

The Inventory feature absolutely keeps track of the current stock count for an item, minimum quantity, who Checked Out items, and what work orders used those items. The Inventory Audit Analysis provides the complete Storeroom Transaction Log of all items. The user can easily search for an item to see where/when it was used, who checked it out, and who replenished its stock. It allows the user to print Inventory Aging reports, so that city staff can view the snapshot of the inventory over periods of time.

## 2.8 iOS Mobile Field Operations (Online/Offline)

GeoViewer Mobile (iOS) enables field crews to execute and document work in both connected and disconnected environments, consistent with the City’s canyon terrain requirements. Key capabilities include:

- Open/close work orders and service orders with status updates and time stamps.
- Offline basemaps and feature packages for designated service areas; queued edits and evidence sync upon reconnection.
- GPS ‘zoom to current location’ and location stamping for inspections and damage assessments.
- Search by address, parcel, and asset identifiers.
- Map redlining and as-built markup; offline access to designated as-built drawings where available.
- Photo and video capture attached to assets, inspections, and work orders.
- Daily and rolling-period productivity dashboards (e.g., last day / last 90 days) for assigned crews (scope and metrics configurable).
- Barcode/QR scanning for asset tags and inventory transactions; optional OCR-assisted tag capture where practical.

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## 2.9 Configurable Inspection and Data Collection Modules

The RFP enumerates a wide range of desired field modules (e.g., hydrant flushing, leak logging, backflow inspections, sewer cleaning, FOG inspections, reservoir/well inspections, meter exchanges and routes, and street maintenance). GeoViewer addresses these requirements through a configurable inspection framework that provides standardized mobile forms, validation rules, required evidence, and automatic workflow routing (e.g., auto-create work orders from failed inspections).

Representative module configurations include:

- Valve and hydrant inspection and maintenance (including hydrant flushing history and compliance tracking).
- Leak detection and repair verification with evidence capture and status progression.
- Backflow device inspection workflow (including deficiency tracking and follow-up actions).
- USA DigAlert ticket logging and spatial association to affected assets/segments (integration subject to available interfaces).
- Sewer line cleaning and manhole inspection with hotspot visualization for recurring issues.
- Sewer spill reporting with regulatory evidence package outputs.
- FOG and BMP inspection forms with compliance outcomes and re-inspection scheduling.
- CCTV inspection metadata capture with links to stored videos and condition coding (storage integration configurable).
- Reservoir, booster station, and well inspection checklists with photo evidence and corrective action generation.
- Meter exchange and meter route data collection aligned to City meter and usage datasets
- Street maintenance and pothole repair tracking, including defect types, repair methods, and closure evidence.
- Condition updates for pavement segments (PCI) and Urban Forest assets to supersede 2020 condition scores over time.

The GeoViewer suite can accommodate nearly any form of data from nearly any source. Our customers track data from parking spots to water meters, from streetlights to sewer manholes. If the City of Sierra Madre has a database or data source, we can integrate it into GeoViewer. If the city would like to trigger a work order based on pump hours, all GeoViewer needs is secure access to the data source where pump hours are tabulated, generally a SCADA system. We have integrated “live” data for several other customers. Of course, more details on the specifics are required to design and implement this level of integration.

Inspection or other data collection forms can be created for any asset type in the database. The content of these forms is entirely up to the city to define. GeoViewer was built so that adding new forms is a straightforward configuration process.

This objective includes a reference to “unmapped” facilities which does present an issue since GeoViewer uses GIS data as its foundation. The power and flexibility of GeoViewer Mobile can allow field users to create new records for previously unmapped features. This could either be within an existing GIS layer or in a separate table that could then be reviewed by office GIS staff for inclusion in one or more other layers. There is no practical limit to what GeoViewer can track and manage.



Basic Info	
Facility ID :	U072027
From Manhole Number :	U07131
To Manhole Number :	U07135
Pipe Size :	8
Footage :	296
Street Name :	1646 West Williams Street, Banning, California 92220, United States
Date :	Jan 10, 2020
Material :	VCP
Altitude :	U07
Direction Of Flow :	
Material Disposed From Lines :	
Inspection Details	
Cleaning :	
Flowing :	
Repet :	

Figure 10: GeoViewer Data Collection Form

**Interactive maps of physical infrastructure available in the field for inspection and maintenance.**

The heart of the GeoViewer suite is based on an easy to use yet powerful interactive mapping interface. This interface has been developed over the years to meet the needs of our customers and is both intuitive and detailed in nature.

The screenshots below depict only a small fraction of the features and functions within GeoViewer mobile. Inspection forms will be customized to meet the city’s preferences and maintenance activities documented and managed through the GeoViewer Work Order system. With GeoViewer, all users, whether in the office or field, will have access to the same information at the same time.



Again, GeoViewer Mobile will run on virtually any mobile device, either IOS or Android. The apps are available on the Apple App Store and the Google Play Store.

Figure 11: GeoViewer Mobile Screens

### **Fog Inspections**

The FOG (Fats, Oils, & Grease) Inspection Management module allows a field worker to easily perform accurate grease trap inspections using simple drop-down driven forms. The module also offers an easy way to disseminate information such as new work orders, as well as collect information about the examination.

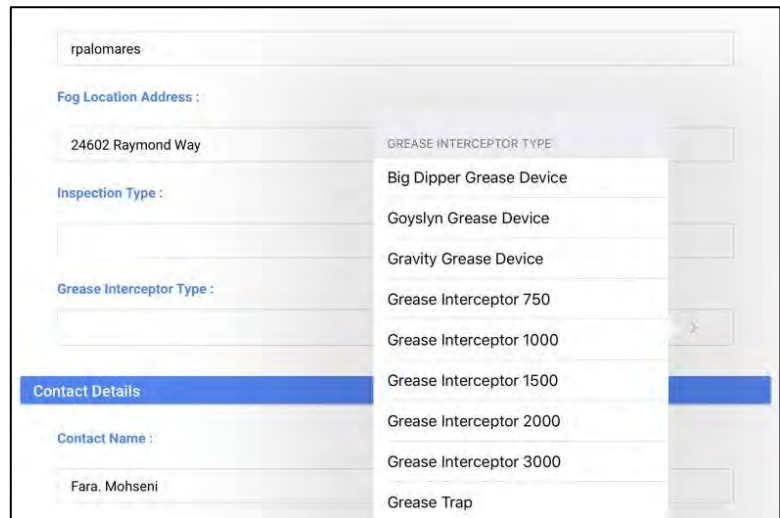


Figure 12: FOG Inspection Form

### **DigAlert Tickets**

Connecting to the DigAlert system and providing map-based DigAlert ticket management was one of the first feature requests we received from our customers. Our DigAlert management feature is nearing its 20<sup>th</sup> anniversary. Over this time period it has been refined through user input to provide virtually every feature a utility mark out technician could want.

Our system automatically retrieves tickets from the DigAlert system on an interval defined by the customer. In one of the favorite features of utility mark out teams, it then draws a polygon on the map (in green in the image above) showing the extent of the project for which they need to locate utilities. Each of the tickets is color coded based on the status of the ticket and emergency mark outs are highlighted for immediate action.

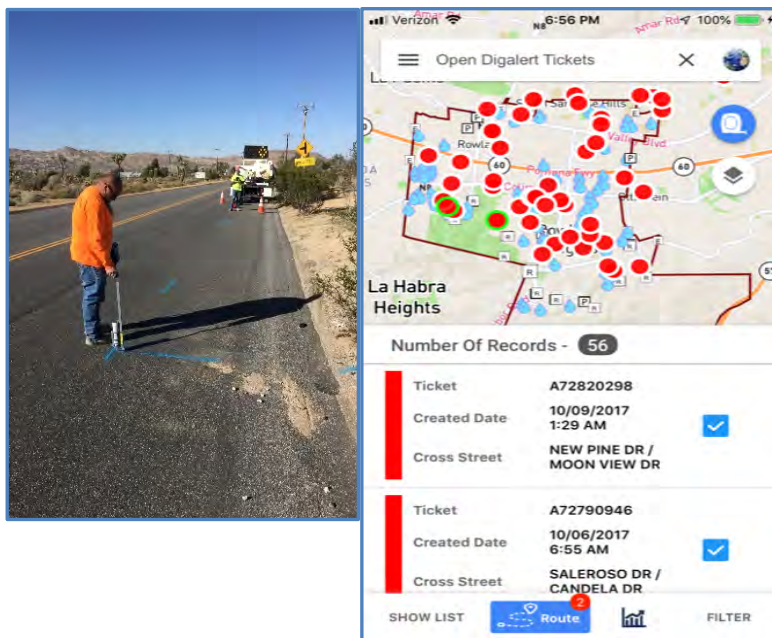
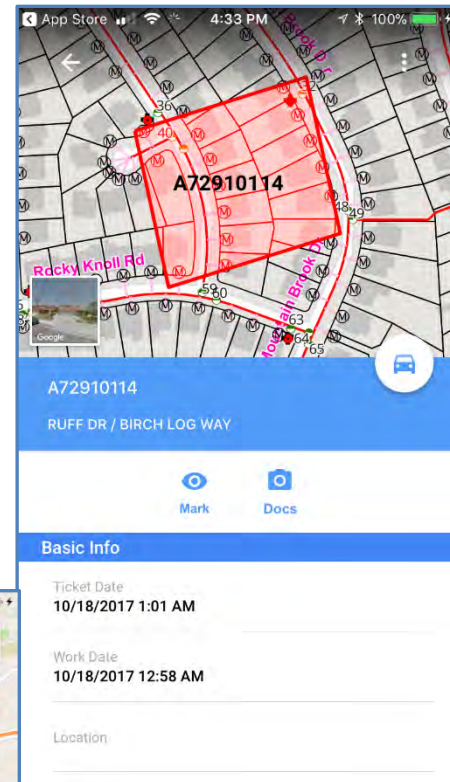
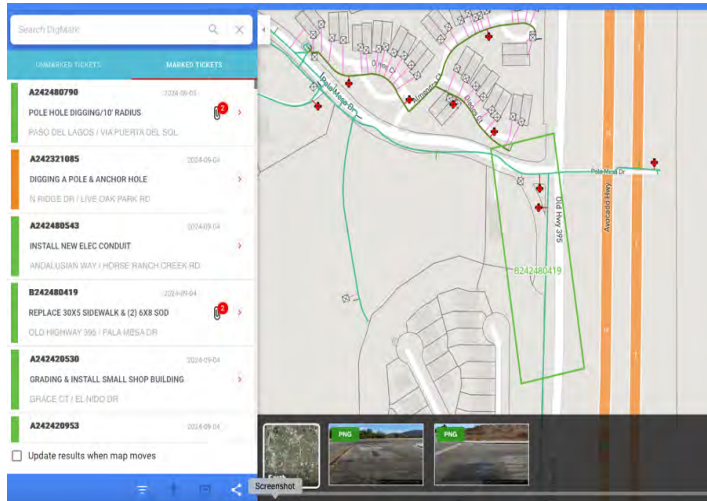


Figure 13: DigAlert Tickets in GeoViewer

The user can easily see where they need to mark city assets and once completed, they mark the ticket as completed, add any special notes, and add pictures to document that the marks were completed. In the image above the photos of the mark out can be selected for review. This last step can be especially useful when an errant contractor claims the utility was not marked. The city will have a time stamped and geolocated picture of the markings, eliminating claims before they are even filed.

### **Backflow Testing**

If you manage backflow testing through sending notices to customers and monitoring the test results, our system features a detailed dashboard that shows which devices are due for testing. It also creates lists of customers who require notification for upcoming tests so staff can quickly and easily create notification letters based on city defined templates. As testing results come in, the staff member can easily update each record within GeoViewer in the database and attach a scan or image of the testing form from the contractor.

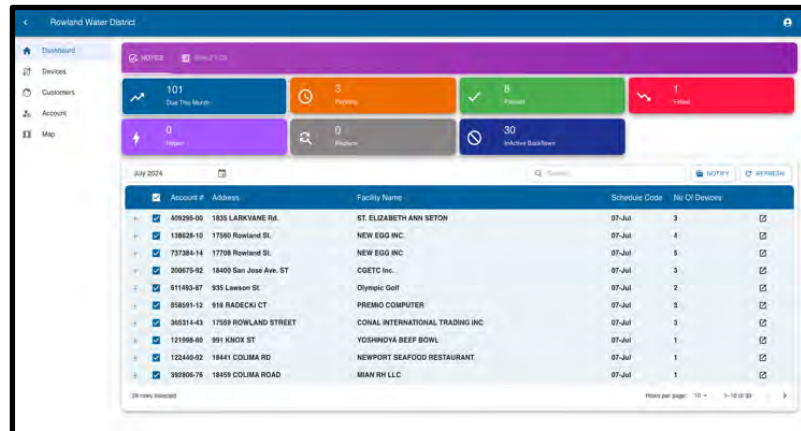


Figure 14: GeoViewer Backflow Module)

This system also tracks tests that fail, devices that need replacements, and customers who are late on testing and then produce second, third, or even shutoff notices using city defined templates.

### **Valve Data Collection Module**

Nobel's Valve Exerciser Machine Module adaptor allows you to send information from your valve machine directly into our Mobile GIS solution using Bluetooth technology. This adaptor taps into the Valve Exercise Machine and extracts the Turns, Torque and Direction when the machine is exercising the valve. The information is automatically populated into the valve GIS data in the iPad and synchronized with GeoViewer Online. It does not require any special software to be installed, and it communicates directly with the machine itself through the latest Bluetooth Low Energy technology.



Figure 15: Valve Exercising

### **Hydrant Flushing**

The Flushing Tool in GeoViewer Mobile enables the user to see all the Hydrants, Blow offs, End Caps, etc. in their vicinity and choose a specific feature to flush. The user can collect flushing data to be collected, such as:

- How minutes the feature has been flushed

- What is the observed gallon per minute
- The reason for flushing
- Observed Water Condition
- Water Source
- Starting Chlorine Residual
- Finishing Chlorine Residual
- General Comments

The tool also gives the option of showing previous flushing history, to enable the user to see what their colleagues have done on the same feature in the past.

After the flushing information is collected, it is automatically sent to the server via the Synchronization framework in GeoViewer Mobile.

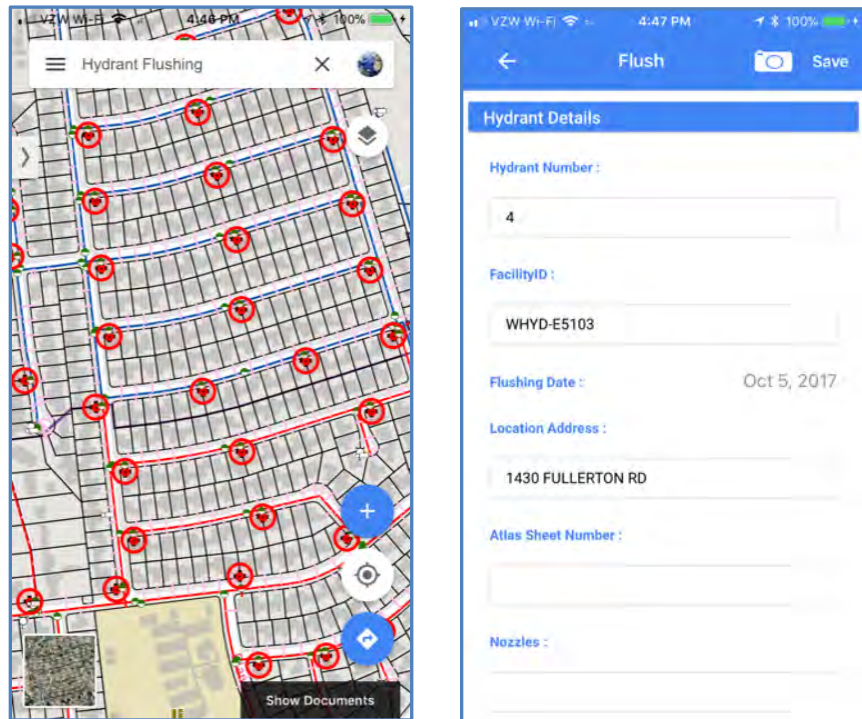


Figure 16: Hydrant Flushing Module

### ***Fleet Management***

GeoViewer's robust fleet management solution provides real time management of all fleet vehicles in the organization. Nobel has successfully integrated with systems like Azuga, Network Fleet, Verizon Fleetmatics and more. GeoViewer can also integrate with various GPS Fleet-Tracking Software, for example, through Verizon Wireless. GeoViewer's Fleet Management module displays live vehicle tracking, color-coding of vehicles to provide multiple states like if the vehicle is idle or running (and how long), plus show the current odometer, and trip history. All vehicles can be seen on the GeoViewer GIS/Mapping display, allowing management to visually see the locations or movement of all vehicles.

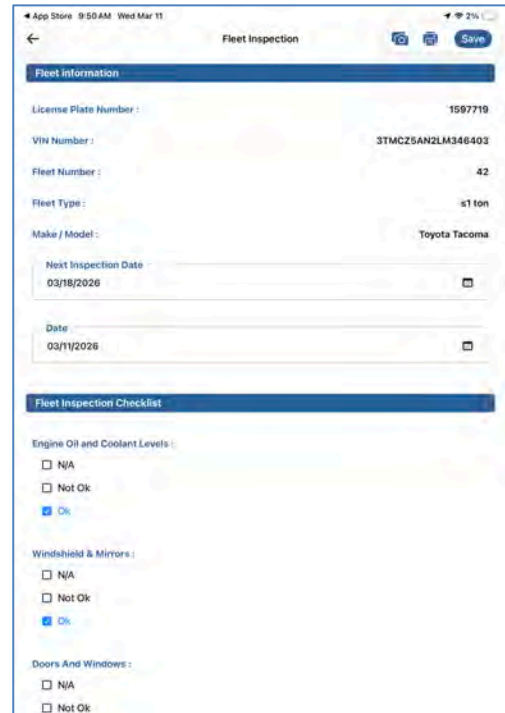
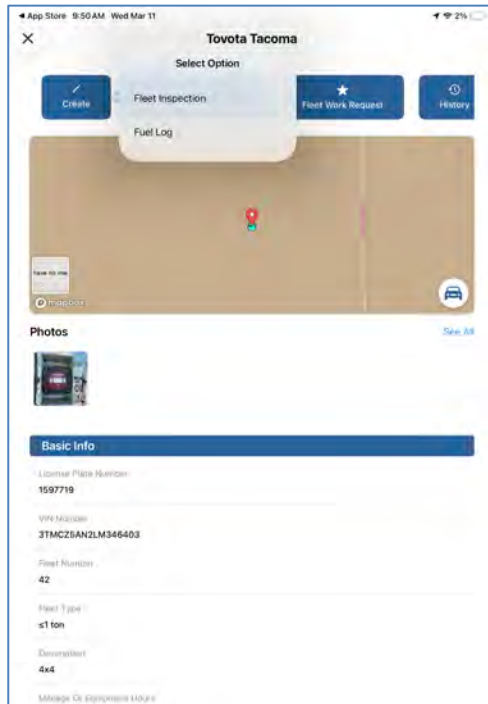
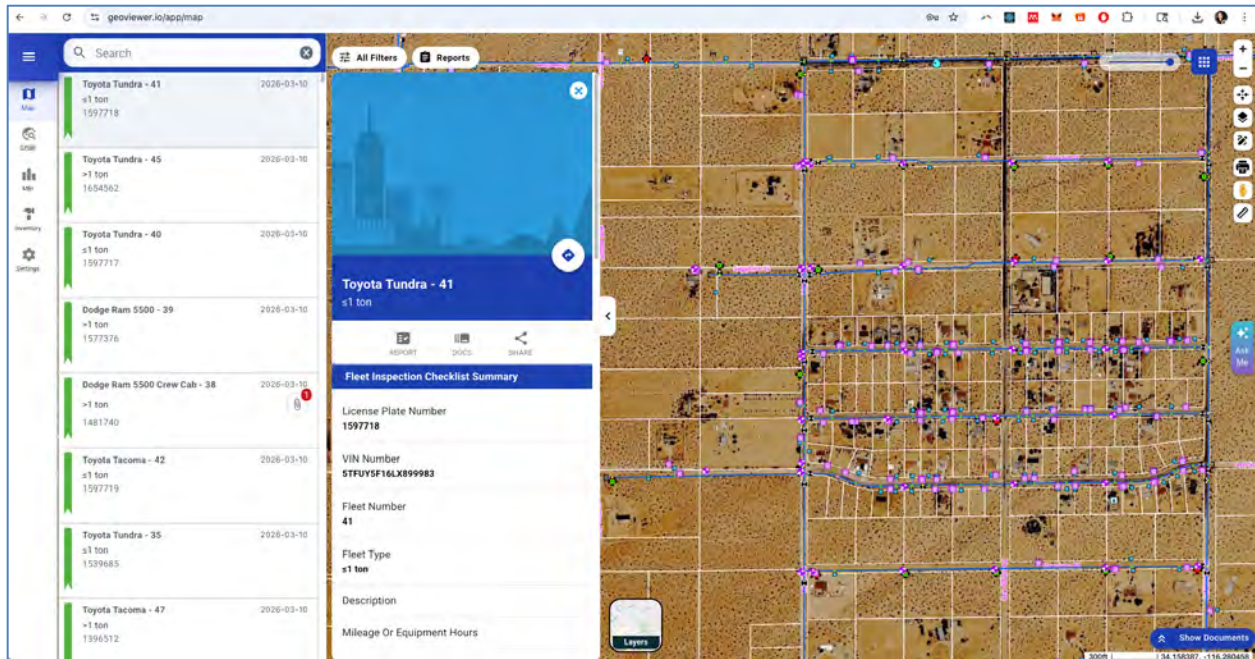


Figure 17: Fleet Inspection Module

## 2.10 Searchable Database with Real Time, Configurable Dashboard

Since many of the features in GeoViewer were designed for users and by users, the search functions have been tailored to deliver the right information to the user as easily as possible. GeoViewer features an intuitive and familiar search bar that users are familiar with from common internet search engines. For example, if a city staff member wants to find a customer by name or information about a particular street all they need to do is type that information into the search bar and GeoViewer will deliver all matching records in a list view and on the map. If there are a large number of matches, the user can sort the records. When the correct record is found users can easily find other nearby city assets.

The power of GIS as a spatial database is demonstrated by simply using the map controls. As users pan or zoom into the map, each of the assets can be identified quickly and all pertinent information about the asset is provided to the user. Intuitive selection tools allow users to select in a number of ways including a powerful buffer selection tool. Need to know the addresses of parcels within 1000 feet of a work site? Simply click the asset being worked on and GeoViewer will provide a map of the buffer area and a downloadable list of addresses.

With that said, one of the most powerful features of GeoViewer is our development of several Business Intelligence (BI) dashboards. These dashboards were developed based on feedback from our customers and are designed to be both targeted and flexible. We can configure dashboards to meet virtually any specific need of the city - just let us know your requirements and we can configure any number of BI dashboards for you.

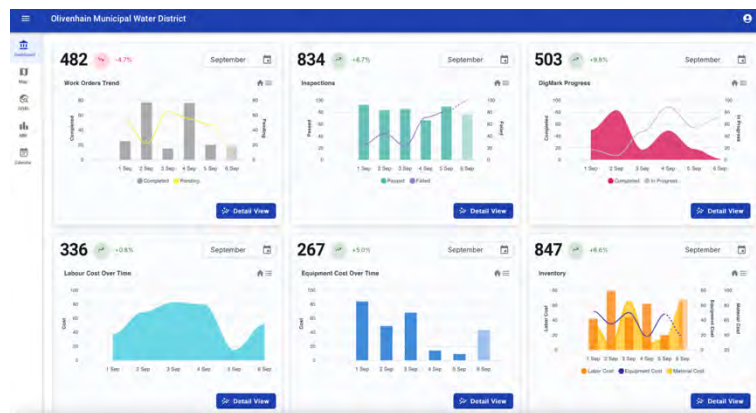


Figure 18: GeoViewer BI Dashboard

Our most popular dashboard is our Maintenance BI dashboard. Drawing upon our Work Order module the Maintenance BI dashboard allows users to visualize how work is being done in the city. Users are presented with a list of city defined work categories (including all work orders) and when one is selected, a dynamic mapping engine creates heat maps showing how the work is distributed both spatially and over time. Users select the date range of interest and GeoViewer displays a heat map that shows the relative concentration of work for their selection.

## 2.11 Condition Data Framework and Capital Planning Support

GeoViewer will be configured to maintain time-stamped condition observations for linear and point assets (e.g., street segments, trees, hydrants, mains, manholes). Instead of overwriting a single

score, the system preserves condition history and computes the current condition state based on the most recent validated observation. For pavement and urban forest, this approach enables the City to continuously update and replace the 2020 PCI and condition baseline through routine inspections.

For renewal planning, GeoViewer supports configurable risk scoring models that combine condition, criticality, and consequence of failure proxies (e.g., service impact, proximity to critical facilities, wildfire risk overlays, or traffic classification). Outputs can be used to prioritize CIP candidates and to coordinate pavement rehabilitation with water/sewer replacement planning, consistent with the RFP’s coordinated planning requirement.

## 2.12 Closed-Loop Public Portal and Citizen Reporting

GeoViewer Public Portal provides a mobile-friendly interface where residents can submit service requests (e.g., leaks, downed trees, potholes) with location, description, and photos, then track the real-time status as it moves through triage, work order execution, and closure. The portal is configured to enforce structured request categories and to protect sensitive infrastructure data via role-based exposure rules.



Figure 19: Closed-loop citizen service request workflow integrated with work orders, notifications, and analytics.

### **Public & Citizen Engagement (Public Portal)**

GeoViewer’s Public & Citizen App module provides the City’s customers with multiple ways to submit service requests via Online or Mobile. Customers submit issues through either the GeoViewer Citizen app from iOS, Android or on the web. These issues are routed directly to City of Colton management who will then assign and schedule the work to their field staff.

GeoViewer Public is an online or web-based information collection and dissemination system that can be used for not only public problem ticket submissions, but also posting of information about City of Colton’s programs and services such as trash pickup days, Latest News, Programs, Services, etc.

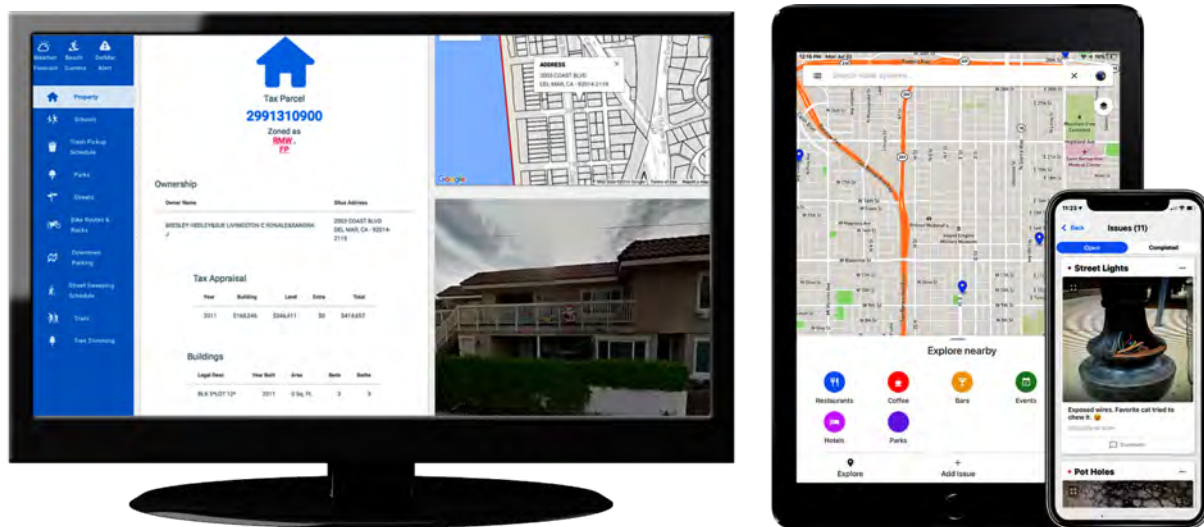


Figure 20 : GeoViewer's Public and Citizen Engagement module

The GeoViewer Citizen is a downloadable app (App or Play Store) that allows for the creation of a problem ticket directly through the app. The customer selects the appropriate issue (pothole, leak, sheared hydrant, etc.) then utilizes the GPS on the device to provide location information. Submitters can visually move the marker to the appropriate location if necessary. Once the location is determined, a photo/video of the issue can be captured, notes can be taken and are stored within the record/request.

GeoViewer Citizen also displays the current status of the request to the individual who submitted the request. Anyone who has downloaded the app can view all publicly available requests submitted and completed within their area. Once the City completes the tasks, the citizen will get notified of the work completed. Reporting on total customer complaints is simple, and reports can be created showing total number of complaints, Cost associated to customer complaints, and more. Above shows the cost of fixing certain type of customer complaints, such as Graffiti Removal, and Fixing Potholes. Reports can easily be distributed to any approved City employee.

## 2.13 Leak Registry Module

GeoViewer's newly launched Leak Registry Module provides a comprehensive, GIS-based workflow for leak identification, field documentation, repair tracking, and historical reporting, enabling the City to manage leak events in a structured, spatially referenced, and operationally efficient manner. Built within the GeoViewer platform, the module allows staff to log leak occurrences directly against mapped water system assets, capture critical attributes such as leak type, severity, location, date reported, reporting source, repair status, and crew assignment, and maintain a complete record of actions taken from initial discovery through final resolution. By linking leak records to the City's GIS environment, the module improves situational awareness, supports faster response and

coordination between office and field teams, and creates a reliable operational history that can be analyzed over time to identify recurring problem areas, high-risk assets, and system performance trends.

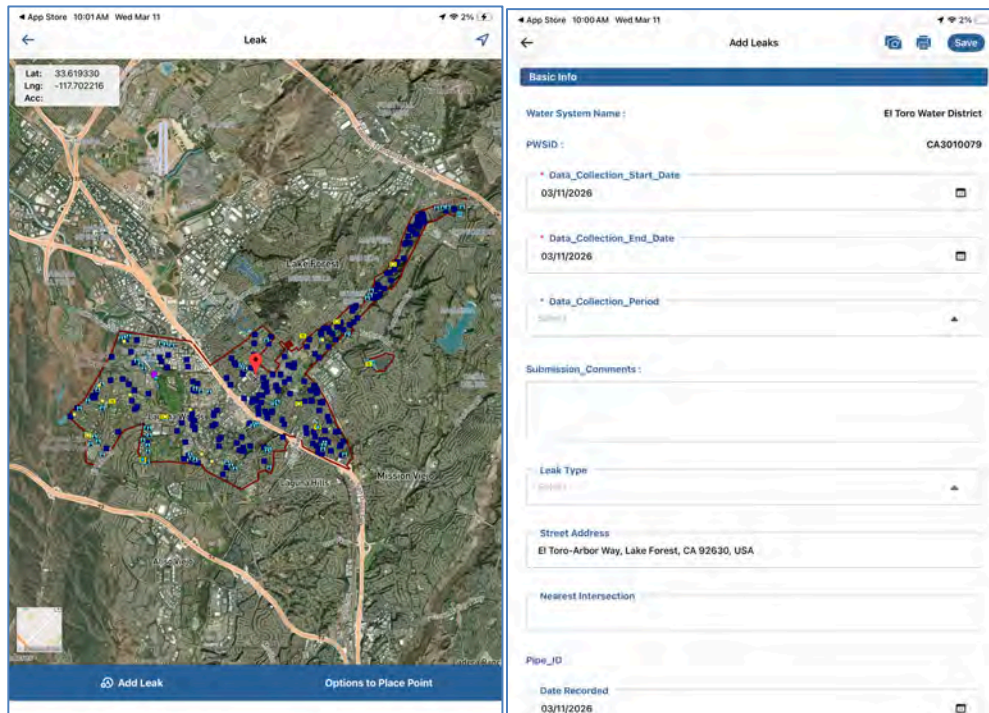


Figure 21 : GeoViewer’s Leak Collection and Registry Module

In addition to supporting day-to-day maintenance operations, the Leak Registry Module strengthens the City’s broader water-loss management program by providing organized and traceable leak-related data that can inform planning, prioritization, and reporting. The module supports photo and field-note attachment, work order integration, status monitoring, and historical recordkeeping, thereby creating an auditable leak management process that aligns with industry best practices and supports California DWR-aligned water-loss management practices. As a newly launched GeoViewer capability, the module reflects Nobel Systems’ continued investment in utility-focused operational tools that help agencies move beyond reactive leak response toward a more proactive, data-driven, and accountable asset management approach.

## 2.14 Emergency and FEMA/Cal OES Readiness

This will be configured in GeoViewer to support storm- and wildfire-related damage assessment workflows including the capture GPS-tagged photos, structured damage categories, and labor and equipment utilization logs. These records can be exported in formats aligned to Cal OES/FEMA documentation needs, reducing the effort required for reimbursement claim preparation.

## 2.15 Fire Department Wildfire Risk and Prevention Support

This will be configured in GeoViewer to enable the Fire Department to maintain and visualize core wildfire readiness datasets (WUI/LRA overlays, access constraints, water supply assets, evacuation layers, and critical facilities), and to execute prevention programs through parcel-based inspection workflows (Zone 0/defensible space) with risk-tier prioritization. Command staff dashboards provide ‘at-a-glance’ readiness metrics and progress reporting suitable for internal management and Council/public communications.

## 2.16 Dashboards, Reporting, and Exports

GeoViewer includes a dashboard layer that supports operational KPIs and compliance reporting across departments, including:

- Asset status (in service/out of service), overdue inspections, and upcoming maintenance.
- Work order backlog, time-to-close, repeat issues, and crew productivity.
- Hydrant inspection/flow test compliance and deficiency distribution.
- Wildfire prevention inspections completed and compliance trends.
- Emergency damage totals, labor/equipment logs, and documentation completeness.

Dashboards and report extracts are role-based and exportable for downstream analysis and reporting obligations.

### Easily Accessible Reporting

GeoViewer allows managers and supervisors to draw useful conclusions by combining spatial analytics with business intelligence. From this analysis, the City is able to visually view and report on results using the map. A manager can answer these questions: “Where are my expensive work orders?” “How many miles of pipe were replaced?”)

The figure to the right is an example of ad hoc reporting features in GeoViewer. It demonstrates an ad hoc spatial query of water distribution system piping based on material. For example, “How many miles of steel pipe do I have?” or “How many miles of 10-inch steel pipe do I have?” By clicking on the pie chart, the queried pipes are highlighted on the heat map. In this way, users can create custom queries and produce ad hoc reports using the software. Our development team is capable of creating custom

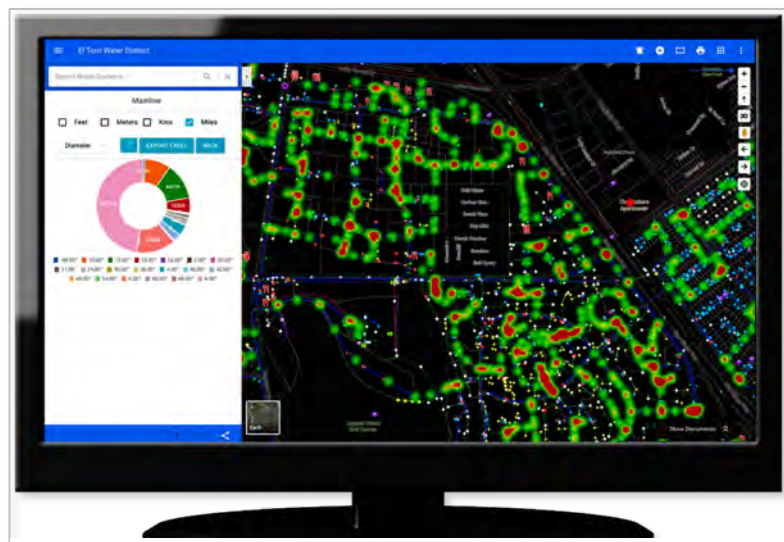


Figure 22: Example of GeoViewer Ad Hoc Reporting of Infrastructure Assets

reports to the City’s specifications in a timely manner. Due to the flexibility and speed of our software, Nobel can accommodate creating a large number of custom reports which is included in our proposal cost.

The GeoViewer Business Intelligence Dashboard provides easily accessible reporting on time, materials, equipment, unit productivity and any other analytics variable. GeoViewer includes a real-time analytics dashboard that gives the user an overview of all tasks that have been completed or are in progress within the City. GeoViewer can keep track of all sewer main footage cleaned, all plant check inspections completed, and also how many hours were spent doing certain tasks / work orders.

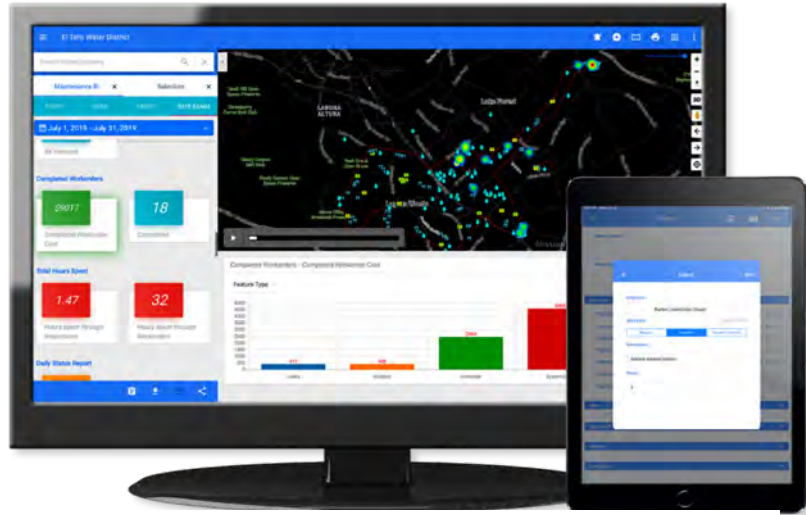


Figure 23: GeoViewer’s Dashboard is updated in real-time by updates made in the Field or through SCADA / IoT

This highly configurable dashboard also plays an animation of work done throughout a timeline. So, the user can view on the map where work was completed throughout a date range (week, month, year, etc.). Easily print out reports for the board with a click of a button, no need to do extra work or data mining.

GeoViewer Mobile and Desktop allows in-app report instant messaging, emailing and texting so field staff can send reports and interact in real-time to supervisors. Likewise, signatures can also be incorporated into these canned reports which Nobel will configure for the City as part of our proposal.

## 2.17 Integration and Interface Approach

The RFP identifies a set of priority integrations. GeoViewer supports integration through secure APIs and configurable import/export jobs. For each interface, we implement: data mapping specifications, authentication method, frequency scheduling, monitoring, and reconciliation procedures. For all integration requirements, the city has to provide the APIs.

### RFP-Listed Integrations

Department	System	Data/Use Case	GeoViewer Integration Method	Notes / Assumptions
Planning	Accela	Permits and licenses by address/parcel	API-based pull or webhook intake	Requires City-provisioned Accela API

		(one-way, real-time)	(subject to Accela access)	credentials and endpoint enablement.
IT	SSO (Entra ID)	Single sign-on	SAML/OIDC integration with Entra ID	Supports mixed-mode accounts for non-AD users per City policy.
IT	Mixed Mode Authentication	Non-AD accounts with SSO enabled	Native GeoViewer auth + SSO federation	RBAC and MFA requirements applied consistently.
IT	Email (Microsoft 365)	System-generated notifications	SMTP relay / Graph integration (per City policy)	City controls sender domains and mail routing.
IT	Duo MFA	MFA enforcement	Duo integration through City's IdP/MFA policy	Exact method depends on Entra/Duo configuration.
Public Works	InfraMap	Sewer infrastructure data (one-time export)	ETL migration + schema mapping	Validate spatial reference, asset IDs, and attribute completeness.
Public Works	XYMaps	Legacy GIS data (one-time export)	ETL migration + QA/QC	Phase 1 focus; prioritize asset registry and address/parcels.
Public Works	iWater	Water meter/usage data (daily one-way)	Scheduled API/flat-file import	Coordinate on data extracts, identifiers, and refresh windows.

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## 2.18 System Architecture, Security, and Compliance

### Cloud Hosting (SaaS)

GeoViewer is delivered as a cloud-hosted SaaS solution, operated and managed by the vendor (or an approved cloud provider). The production environment includes redundancy, backup, and disaster recovery provisions appropriate for municipal operational systems. Specific cloud provider, data center region(s), RTO/RPO, and DR test cadence will be documented in the final System Architecture and Security Plan delivered during Phase 1.

### User Interface and Accessibility

GeoViewer provides:

- Web access via modern browsers (latest Chrome/Edge/Safari versions).
- Native iOS mobile application support (iPhone and iPad).
- Role-based UI configurations by department.

### Database and Data Protection

GeoViewer stores operational records (work orders, inspections, service requests, attachments metadata) in a managed database environment with encryption in transit and at rest. Backups are performed on a scheduled cadence with defined retention periods and restore testing. The City retains ownership of all City data and is provided data export options upon contract termination consistent with the SaaS agreement terms.

### Security Controls

Security is implemented through:

- Role-Based Access Control (RBAC) for view/edit/admin privileges by module and dataset.
- Authentication integration with the City's identity provider (Entra ID) and MFA policy (e.g., Duo), including mixed-mode users as required.
- Audit trails for edits and workflow state changes (who/what/when)
- Secure API access for integrations (token-based access; least-privilege scopes)

### GeoViewer's Hosting Environment

Our application is built on a highly available, cloud-native architecture hosted entirely on Amazon Web Services (AWS). To maintain the highest levels of data governance, security, and performance control, we utilize a hybrid approach: auto-scaling managed services for our compute tiers, combined with dedicated, in-house EC2 hosting for our critical database and mapping infrastructure.

Below are the detailed cloud sizing calculations and the cybersecurity standards we follow.

## Detailed Cloud Sizing Calculations

Rather than relying on monolithic infrastructure, our resources are distributed and sized according to the specific workloads of each service.

### Compute / Application Tier (Containerized & Auto-Scaling)

Our core APIs are containerized and run on AWS ECS (Elastic Container Service). They auto-scale based on traffic, with the following guaranteed baseline provisioning:

Service	Baseline Tasks	CPU per Task	RAM per Task	Total Baseline Compute
API Service 1	2	4 vCPU	8 GB	8 vCPU / 16 GB RAM
API Service 2	3	4 vCPU	16 GB	12 vCPU / 48 GB RAM
API Service 3	2	4 vCPU	10 GB	8 vCPU / 20 GB RAM

### Reporting Tier (EC2 & Load Balancing)

- Service: JSReport
- Infrastructure: 2 x c5.xlarge EC2 instances behind an AWS Elastic Load Balancer (ELB).
- Total Provisioned Sizing: 8 vCPU and 16 GB RAM (4 vCPU / 8 GB RAM per instance).

### Database Tier (Dedicated & Self-Hosted)

- Relational Database: AWS RDS PostgreSQL
  - Instance Type: db.r7g.xlarge (AWS Graviton3)
  - Compute Sizing: 4 vCPU / 32 GB RAM
  - Data Storage: 200 GB provisioned storage
- NoSQL Database: MongoDB (In-House / Self-Hosted on AWS EC2)
  - Instance Type: m6i.2xlarge (or equivalent compute-optimized EC2 instance)
  - Compute Sizing: 8 vCPU / 32 GB RAM per node
  - Data Storage: 100 GB EBS (Elastic Block Store) provisioned storage

### Mapping Infrastructure (Dedicated & Self-Hosted)

- Service: Mapbox Atlas (In-House Mapbox Server)
- Infrastructure: Self-hosted on AWS EC2 to keep all location data and map rendering strictly within our private network.
- Instance Type: m6i.xlarge
- Compute Sizing: 4 vCPU / 32 GB RAM (Mapbox production baseline)
- Data Storage: 2 TB EBS provisioned storage (required for hosting global map vector tiles and high-resolution routing data).

### Frontend & Media Storage (Serverless)

- Hosting & CDN: AWS S3 paired with AWS CloudFront for global, low-latency delivery.

- **Media Storage:** AWS S3 is used to store unstructured data (images and videos). Storage scales infinitely based on actual consumption.

#### External Integrations

- **Authentication:** Auth0 (Identity as a Service)
- **Integration :** tray.ai  
Nobel Systems leverages tray.ai as our enterprise integration layer to seamlessly connect GeoViewer with third-party systems including ERP, CRM, permitting, billing, and customer service platforms. Tray.ai enables secure, API-driven, real-time and scheduled data synchronization without requiring custom point-to-point development for each client system. Through this architecture, work orders, service requests, inspections, asset updates, and customer complaints can be automatically created, updated, and synchronized bi-directionally between systems. Tray.ai's SOC 2-compliant infrastructure ensures secure data handling, supports transformation and field mapping logic, and allows Nobel Systems to rapidly deploy new integrations with minimal disruption.

#### **Cybersecurity Standards and Practices**

We leverage the AWS Shared Responsibility Model and industry best practices to ensure data integrity, confidentiality, and availability. By self-hosting MongoDB and Mapbox Atlas, we ensure that sensitive application and location data never leaves our Virtual Private Cloud (VPC). Our infrastructure providers comply with major global standards, including SOC 2 Type II, ISO 27001, and PCI-DSS.

Our specific application-level security measures include:

- **Encryption in Transit:** All data moving between the client and our servers is encrypted using TLS 1.2+ (enforced via AWS CloudFront and ELB).
- **Encryption at Rest:** All application data, maps, images, and videos stored in AWS S3, AWS RDS, and our self-hosted EC2 EBS volumes (MongoDB and Mapbox) are encrypted at rest using industry-standard AES-256 encryption via AWS Key Management Service (KMS).
- **Authentication & Authorization:** We utilize Auth0 to handle identity management, employing secure protocols (OAuth 2.0 / OpenID Connect) and enforcing strong password policies and Multi-Factor Authentication (MFA).
- **Network Security:** Our backend services (ECS) and all self-hosted infrastructure (RDS, Mapbox EC2, MongoDB EC2, JSReport EC2) reside within private subnets in an AWS VPC, completely isolated from direct public internet access.
  - Strict AWS Security Groups and Network Access Control Lists (NACLs) operate as virtual firewalls to restrict inbound and outbound traffic to only required ports.
- **Identity and Access Management (IAM):** The principle of least privilege is applied to all AWS IAM roles, ensuring that services only have access to the specific resources they require to function.

## 2.19 Compliance Matrix

This section presents the Compliance Matrix summarizing our response to the City’s functional, technical, implementation, and support requirements. It is intended to provide a clear cross-reference between the RFP requirements and the proposed solution, identifying the extent of compliance and noting any clarifications where applicable. This list is from the Line Item Excel sheet.

### Compliance Legend

Comply	Available in the proposed solution as standard or configurable functionality.
Comply with Configuration	Supported through implementation, configuration, data setup, or workflow setup.
Comply via Integration	Supported through API, data exchange, or integration with existing/external systems.

No.	Requirement	Compliance	Response	Comments
<b>Core Platform and Required Mobile Capabilities</b>				
1	GIS/Asset Management Software	Comply	GeoViewer provides a GIS-centric asset management platform supporting inventory, mapping, inspections, maintenance, and reporting.	Core platform capability.
2	Valve Isolation Tool	Comply with Configuration	Supported through configured network tracing / isolation workflows where utility connectivity data is available.	Requires validated network data.
3	Document Linkage Tool	Comply	Supports attachment and linkage of documents, images, and related files to mapped assets and records.	Standard capability.
4	Attribute Editor Tool	Comply	Authorized users can edit asset and feature attributes through web and mobile interfaces.	Role-based access applies.
5	Mobile Application Tool – Required capabilities	Comply	Supported through GeoViewer mobile/web field workflows.	Subject to final deployment scope.
6	Open/Close Work Orders / Service Orders	Comply	Work orders and service requests can be created, assigned, updated, and closed.	Standard workflow capability.

7	Connected & Disconnected Mode	Comply with Configuration	Supports online and offline/disconnected field operation with sync upon reconnection.	Requires offline dataset configuration.
8	GPS option to zoom to current location	Comply	Device GPS can be used to locate and zoom to current position.	Standard mobile capability.
9	Search by address, location, assets, etc.	Comply	Supports configurable search across addresses, parcels, facilities, and asset IDs.	Search fields configurable.
10	Redlining on the map and As-Built drawing	Comply with Configuration	Map markup and redline workflows can be configured.	As-built process subject to City standards.
11	Ability to collect data in disconnect mode	Comply with Configuration	Offline field data collection is supported for configured layers and forms.	Requires mobile/offline setup.
12	Ability to take pictures and videos and attach to assets	Comply	Photos can be captured and attached to assets; video support can be enabled subject to storage/device policy.	Storage rules to be defined.
13	Dashboard for daily work and past 90 days	Comply with Configuration	Dashboards can be configured for daily completed work and rolling 90-day metrics.	KPI definitions by City.
14	Automated and real-time syncing	Comply with Configuration	Supports synchronization between field and office environments when connectivity is available.	Sync behavior depends on network access.
15	Barcode / QR code scanning for inventory	Comply with Configuration	Supported where asset labels and scan workflows are configured.	Tagging schema required.
16	OCR scanning of tags	Optional / Custom	Can be explored through OCR-enabled device workflow or third-party service.	Requires scope confirmation.
17	Work on iPads / iPhones	Comply	Supported on iOS-based devices.	Browser/device compatibility applies.
18	Work on Android devices	Comply	Supported on Android-based devices.	Browser/device compatibility applies.

<b>Desired Mobile Modules and Extensions</b>				
19	Valve data collection module	Comply with Configuration	Can be configured for valve inspection and maintenance workflows.	Asset schema required.
20	Hydrant Flushing module	Comply with Configuration	Can be configured for hydrant flushing records, inspections, and results.	Includes history tracking.
21	Leak Data collection module	Comply with Configuration	Leak events and repair records can be captured and tracked.	Workflow configurable.
22	GPS Data collection module	Comply	GPS-enabled field collection is supported.	Standard field capability.
23	Backflow inspection module	Comply with Configuration	Backflow inspections, deficiencies, and status workflows can be configured.	Inspection templates required.
24	USA DigAlert Ticket module	Comply with Configuration	Can be supported through custom workflow and/or integration.	Scope depends on ticket source.
25	Sewer Line Cleaning module with Hotspot capabilities	Comply with Configuration	Sewer cleaning and hotspot tracking can be configured.	Repeat issue logic configurable.
26	Manhole Inspection module	Comply with Configuration	Manhole inspections and maintenance tracking can be configured.	Standard inspection use case.
27	Sewer Spill module	Comply with Configuration	Spill incidents, actions, and reporting can be configured.	Incident workflow configurable.
28	FOG Inspection module	Comply with Configuration	FOG inspection workflows can be configured for regulated sites.	Requires form setup.
29	BMP Inspection module	Comply with Configuration	BMP inspections, deficiencies, and follow-up actions can be configured.	Standard inspection use case.

30	CCTV Videos module	Comply with Configuration	Video files can be attached/linked; advanced CCTV repository workflow may require enhancement.	Storage strategy required.
31	Reservoir Inspection module	Comply with Configuration	Facility inspection workflows can be configured.	Standard inspection use case.
32	Well Inspection module	Comply with Configuration	Well inspections and maintenance workflows can be configured.	Standard inspection use case.
33	Meter Exchange module	Comply with Configuration	Meter exchange and replacement activities can be tracked.	Workflow and forms configurable.
34	Meter Route module for data collection	Comply with Configuration	Route-based data collection can be supported depending on scope.	May require integration with meter system.
35	Private Property LID infrastructure tracking / monitoring	Comply with Configuration	Private property LID assets and inspections can be tracked.	Parcel-based configuration.
36	Street maintenance / pothole repair tracking	Comply with Configuration	Street maintenance and repair requests can be managed through work orders.	Service request integration possible.
37	Street maintenance / rehabilitation tracking	Comply with Configuration	Slurry seal, grind, and overlay activities can be tracked by segment/project.	Project layer recommended.
38	Input PCI Index into street segments	Comply with Configuration	PCI values can be stored and used for planning, mapping, and reporting.	Source data required.
39	Input Water/Sewer CIP projects for coordinated planning	Comply with Configuration	CIP layers and asset relationships can be configured for planning coordination.	Coordination dashboards possible.
40	Citizen reporting app / web link	Comply with Configuration	Public request intake portal and web-based reporting can be configured.	Public workflow scope required.

**Fire Department Core GIS Layers and Information**

41	Parcels / Addresses / Occupancy	Comply via Integration	Supported through GIS layers loaded from City/County authoritative sources.	Source data required.
42	WUI / LRA mapping and hazard overlays	Comply via Integration	Hazard overlays can be incorporated into the GIS environment.	External data source may apply.
43	Transportation and access layers	Comply via Integration	Roads, access constraints, gates, and bridge limits can be included as GIS layers.	Data availability dependent.
44	Water supply layers (hydrants, valves, mains, tanks, etc.)	Comply	Utility/fire-support infrastructure can be mapped and tracked as assets.	Core GIS capability.
45	Critical features and special hazards	Comply via Integration	Critical sites and hazards can be included as GIS overlays.	Layer schema required.
46	Evacuation and response planning layers	Comply via Integration	Evacuation routes, shelters, staging, and command post sites can be mapped.	Planning layer configuration required.
<b>Fire Assets to Track</b>				
47	Hydrants and related infrastructure	Comply with Configuration	Supports location, make/model, inspections, flow tests, work orders, and out-of-service tracking.	Strong fit for asset workflows.
48	Fire facilities	Comply with Configuration	Facility components, inspections, maintenance, and lifecycle planning can be configured.	Vertical asset structure required.
49	Fleet / apparatus	Comply with Configuration	Can be tracked at a basic asset level or integrated with a dedicated fleet system.	Confirm preferred operating model.
50	Fire Prevention program assets	Comply with Configuration	Parcel/occupancy-based inspections and defensible space / Zone 0 records can be supported.	Inspection program setup required.
<b>Prevention / Zone 0 / LRA Policy Support</b>				

51	Parcel-level wildfire risk visualization	Comply with Configuration	Risk maps can be configured using parcel, slope, fuels, access, and proximity data.	Risk model to be defined.
52	Zone 0 feasibility / constraint mapping	Comply with Configuration	Parcel/site constraint layers can be visualized.	Requires policy and source data alignment.
53	Prioritize inspections/outreach by risk tier	Comply with Configuration	Risk-based prioritization workflows can be configured.	City prioritization rules required.
54	Dashboards for Council/Public communication	Comply with Configuration	Public-facing and executive dashboards can be configured.	Metrics to be approved by City.
<b>Reporting Dashboards and Management Oversight</b>				
55	Asset status dashboards	Comply with Configuration	Dashboards can be configured for asset status, overdue inspections, and upcoming maintenance.	KPI design required.
56	Hydrant compliance reporting	Comply with Configuration	Reports can track inspection completion, flow test currency, and deficiencies.	Geography-based summaries available.
57	Workorder and backlog tracking	Comply	Supports open/closed work tracking, time-to-close, and repeat issue analysis.	Standard reporting use case.
58	Prevention program reporting	Comply with Configuration	Supports compliance trends, completed inspections, and risk-focused reporting.	Program metrics configurable.
59	Command staff dashboards	Comply with Configuration	Map-based executive dashboards can present risk, readiness, and infrastructure status.	Dashboard design workshop recommended.
<b>Integration / Usability Requirements</b>				
60	Mobile-friendly field data collection and updates	Comply	Supports mobile field workflows for inspections, operations, and asset updates.	Standard mobile capability.

61	Role-based permissions and audit trail	Comply	Supports user roles, permissions, and edit tracking/audit history.	Security model configurable.
62	Integration with CAD / RMS and/or existing City systems	Comply via Integration	Integration can be supported through APIs, file exchange, or scoped connectors.	Dependent on third-party system capability.

### 3. COMPANY PROFILE

Founded in 1992, **Nobel Systems** has been at the forefront of geospatial technology and municipal digital transformation for over three decades. Headquartered in Redlands, California, the company has expanded its operational footprint internationally, with development and support offices in India and the Philippines, enabling 24/7 support and agile deployment capabilities. Since its inception, Nobel Systems has remained committed to delivering innovative, results-driven solutions that empower cities, utilities, and agencies to make smarter, data-informed decisions.



*Figure 24 : Nobel Systems' office in Redlands, CA*

At its core, Nobel Systems is a GIS-first technology company, specializing in enterprise GIS services, cloud-based software development, and custom geospatial solutions tailored to the public sector. Our flagship platform, GeoViewer, is a comprehensive Software-as-a-Service (SaaS) solution that supports a wide range of municipal functions, including asset management, service requests, work orders, field data collection, infrastructure monitoring, and public engagement. GeoViewer is scalable, mobile-responsive, and designed for both technical and non-technical users.

The GeoViewer platform has evolved continuously over the past 25 years, shaped directly by feedback from field personnel, public works managers, planners, and IT teams from cities across the U.S. This iterative, customer-driven development process ensures that our solutions are grounded in real operational needs, not theoretical use cases. New features are released regularly based on identified client priorities, regulatory trends, and emerging technologies—including Internet of Things (IoT) sensor integration, SCADA visualization, and predictive asset lifecycle modeling.

Nobel Systems is proud to serve a wide range of city departments, including Water, Sewer, Stormwater, Public Works, Planning, Code Enforcement, Parks and Recreation, Facilities Management, and Fleet Services. The modularity and flexibility of GeoViewer enable seamless integration across departmental lines, helping cities consolidate systems, eliminate information silos, and build a unified, location-intelligent operations environment.

Our client portfolio includes dozens of cities and special districts across Southern California, where we maintain a strong presence and a deep understanding of local and regional requirements. This local experience uniquely positions Nobel Systems to bring immediate value to clients like the City of Sierra Madre who seek both technical excellence and contextual familiarity.

Nobel's delivery methodology emphasizes long-term partnership and measurable value. We do not see ourselves as a vendor—but as a trusted advisor and technology partner. Our services include not only software deployment but also GIS data migration, API integration with third-party systems

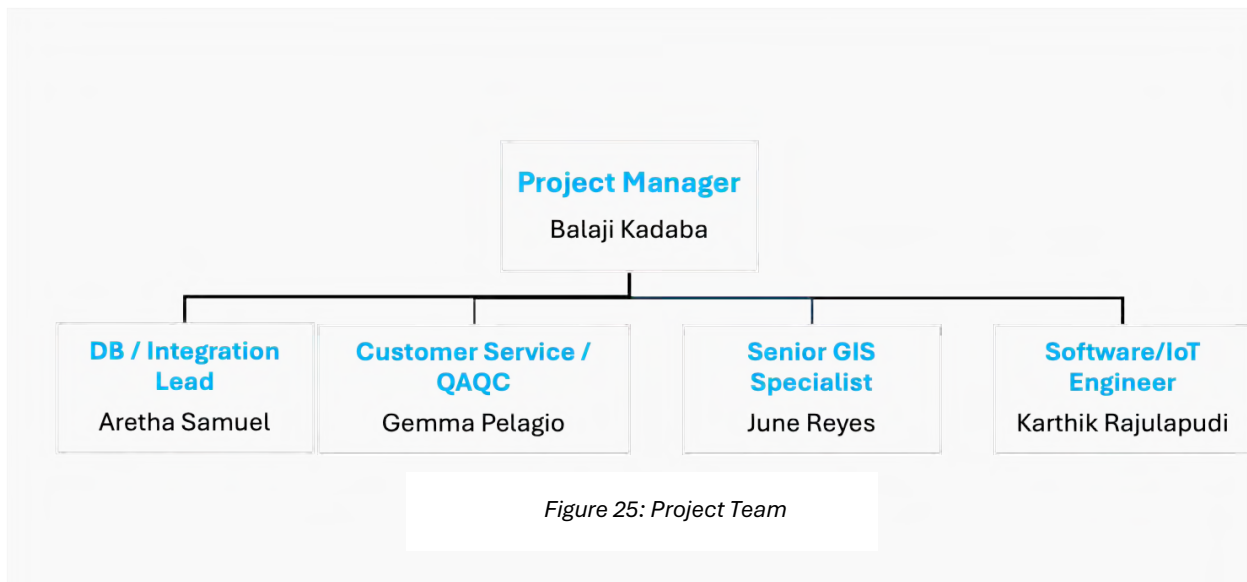
(e.g., permit systems, ERP platforms), legacy system replacement planning, staff training, and on-call technical support. We also offer assistance with grant preparation and technical justifications to support funding applications for GIS modernization and infrastructure resiliency.

Our team is led by CEO Michael Samuel, a recognized expert in GIS and enterprise system architecture, and includes specialists in geospatial analysis, infrastructure modeling, full-stack development, and field asset management. With decades of collective experience, our staff are fully equipped to deliver both strategic insight and technical execution on all facets of municipal GIS projects.

Looking ahead, Nobel Systems remains committed to its mission: to deliver innovative, intuitive, and impactful GIS solutions that empower cities to enhance service delivery, optimize infrastructure investments, and build more resilient, transparent communities.

#### 4. PROJECT TEAM, QUALIFICATIONS AND EXPERIENCE

We have assembled a team of professionals that brings over 75 years of industry knowledge to commit to the City of Sierra Madre for this project and over 60 years of combined GIS technology experience of key personnel. In addition, we have committed our most experienced staff to provide project support as needed to ensure the highest level of service, professionalism, and compliance with the RFP requirements.



##### **Balaji Kadaba – Project Manager**

**28 Years of Experience • 30% Project Timeline Allocation**

Mr. Kadaba holds a Bachelor of Science degree in Mechanical Engineering from Siddaganga Institute of Technology in India. With over 28 years of professional experience, he possesses deep expertise in geospatial data conversion, data management, and end-to-end project management.

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He has worked extensively with industry-standard platforms, particularly the ESRI and Autodesk product suites, including ArcGIS, ArcCatalog, ArcToolbox, and AutoCAD.

Throughout his career, Mr. Kadaba has successfully led numerous projects involving the implementation of GIS programs, oversight of large-scale data conversion initiatives, and coordination of multidisciplinary teams. His combined technical proficiency and leadership capabilities enable him to make informed decisions, ensure timely project delivery, and maintain high standards of customer satisfaction. Mr. Kadaba is recognized for his strong ability to bridge technical execution with strategic oversight, making him a valuable asset in any GIS or infrastructure-related deployment.

### **June Reyes – Senior GIS & Training Specialist**

**15 Years of Experience • 40% Project Time Allocation**

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Mr. Reyes brings extensive experience in working with ESRI technologies and geospatial data models tailored for local government applications. He possesses advanced proficiency in ArcGIS Desktop, ArcCatalog, and ArcToolbox, and is a Certified Technical Trainer (CTT), reflecting his capability to deliver specialized training in GIS technologies.

Mr. Reyes is highly skilled in geodatabase design and management, with hands-on expertise in versioned data editing workflows and enterprise geodatabase environments. He is responsible for overseeing the configuration, integration, and ongoing maintenance of GIS spatial datasets for multiple municipal and utility clients. His technical acumen and deep understanding of spatial data infrastructure ensure the delivery of high-quality, reliable GIS solutions that support client operations and decision-making processes.

### **Aretha Samuel – DB and Integration Lead**

**17 Years of Experience • 30% Project Timeline Allocation**

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Ms. Samuel holds a Bachelor's degree in Electrical Engineering and Computer Science from the University of California, Berkeley. She brings over 17 years of professional experience in Information Technology, Web, and Application Development, including more than 12 years specializing in GIS web development for public utilities and municipal agencies.

As the lead for software development at the company, Ms. Samuel plays a pivotal role in architecting, managing, and delivering scalable web-based GIS solutions. Her leadership and technical expertise have been instrumental to the company's growth and continued innovation. She is responsible for overseeing the entire software development lifecycle, ensuring that applications meet the highest standards of performance, security, and user experience.

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## **Gemma Pelagio – Customer Service and QA/QC**

**30 Years of Experience • 20% Project Timeline Allocation**

Ms. Pelagio is a Project Management Professional (PMP) certified project manager with a Master’s degree in Environmental Engineering Science from the University of New South Wales in Sydney, Australia. She possesses extensive experience in the implementation and deployment of Geographic Information Systems (GIS), utilizing both ESRI and non-ESRI technologies across diverse project environments.

Since joining Nobel Systems, Ms. Pelagio has played a key role in leading cross-functional technical teams in the successful deployment of the company’s core and customized software solutions. Her responsibilities have included overseeing system implementation efforts, ensuring that deliverables consistently meet client-defined functional specifications, quality benchmarks, and operational performance standards. Ms. Pelagio’s combined expertise in engineering, GIS technologies, and project leadership positions her as a vital contributor to the successful execution of complex municipal and utility-based digital transformation initiatives.

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## **Karthik Rajulapudi – Software Engineer**

**3 Years of Experience • 10% Project Time Allocation**

Mr. Karthik Rajulapudi is an accomplished Internet of Things (IoT) Engineer with a specialized focus on wireless communication systems and high-precision geolocation technologies for water utilities and municipal infrastructure. He holds a Master’s Degree in Electrical and Computer Engineering from Oregon State University, where he developed a strong foundation in embedded systems, sensor networks, and real-time data integration.

In his current role, Mr. Rajulapudi has successfully designed and deployed IoT-based solutions tailored to the operational needs of water districts. His work includes the implementation of GeoViewer—a cloud-based GIS and asset management platform—which enables clients to geospatially visualize their infrastructure, monitor network conditions, and manage assets with increased efficiency and situational awareness. Through his expertise in IoT architecture, Mr. Rajulapudi contributes to the modernization of utility operations, enabling data-driven decision-making and enhanced service delivery across client organizations.

*Please see **Annex A** for the detailed resumes*

## 5. PAST EXPERIENCE WITH SIMILAR MUNICIPAL PROJECTS



The City of Moorpark uses Nobel Systems' GeoViewer platform to provide a centralized, web-based GIS environment that supports both internal access to spatial information and public-facing map services. Through this platform, the City is able to make general GIS information more accessible in an intuitive online format, improving visibility into location-based data and supporting more informed use of municipal mapping resources.

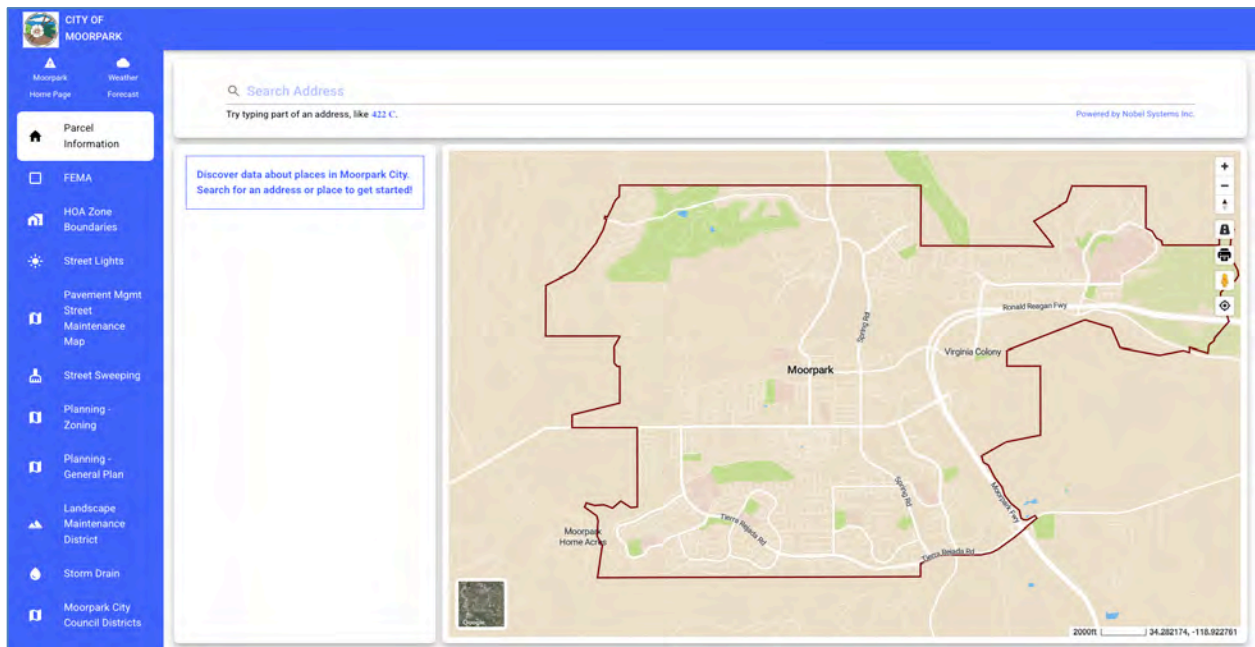


Figure 26 : City of Moorpark's Public Viewer

GeoViewer serves as an established component of the City's GIS operations, providing staff with access to maintained GIS data while also supporting public access through the City's online mapping interface. The platform has been used in connection with the City's broader GIS service environment, including hosted GIS services, data updates, and mobile/public viewer capabilities that enhance the usability of City mapping information across departments and user groups.

By providing a practical and accessible GIS platform, GeoViewer helps the City maintain a consistent mapping resource for day-to-day information access, public transparency, and ongoing management of municipal spatial data. The result is a more streamlined approach to delivering GIS information in a form that is usable, accessible, and aligned with the City's operational needs.



The City of Glendora partnered with Nobel Systems to modernize utility operations and asset management through GeoViewer, a unified GIS-native platform for managing infrastructure in the office and the field. The implementation created a connected, map-based operational environment that allows staff to visualize assets in context, streamline field activities, and improve decision-making through better access to current, actionable information.

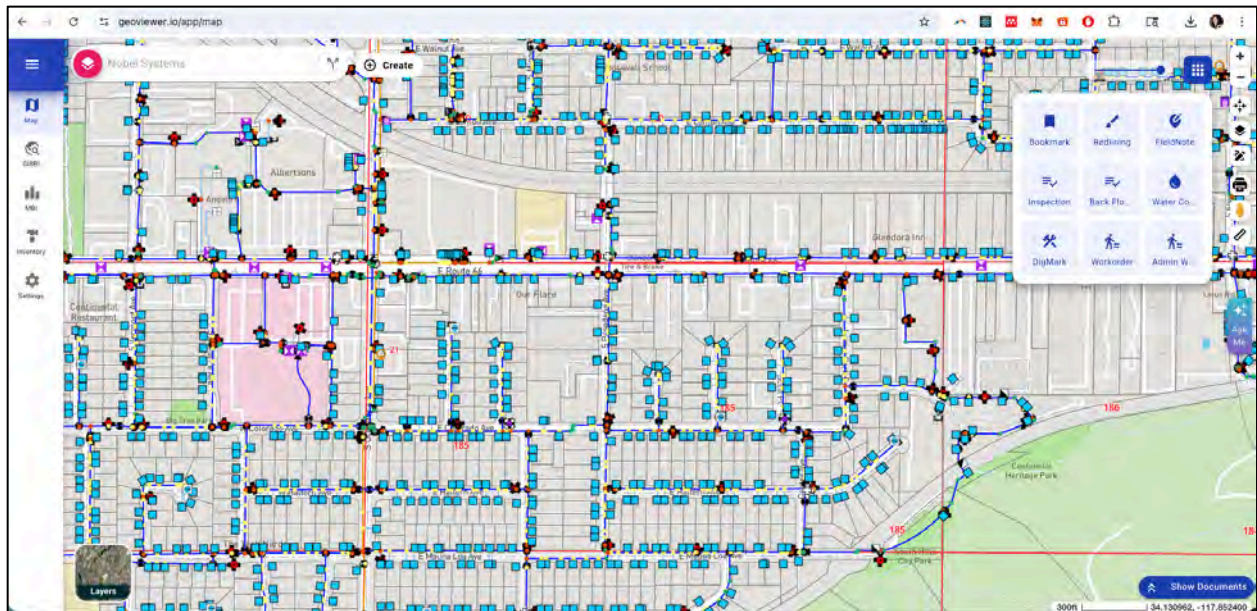


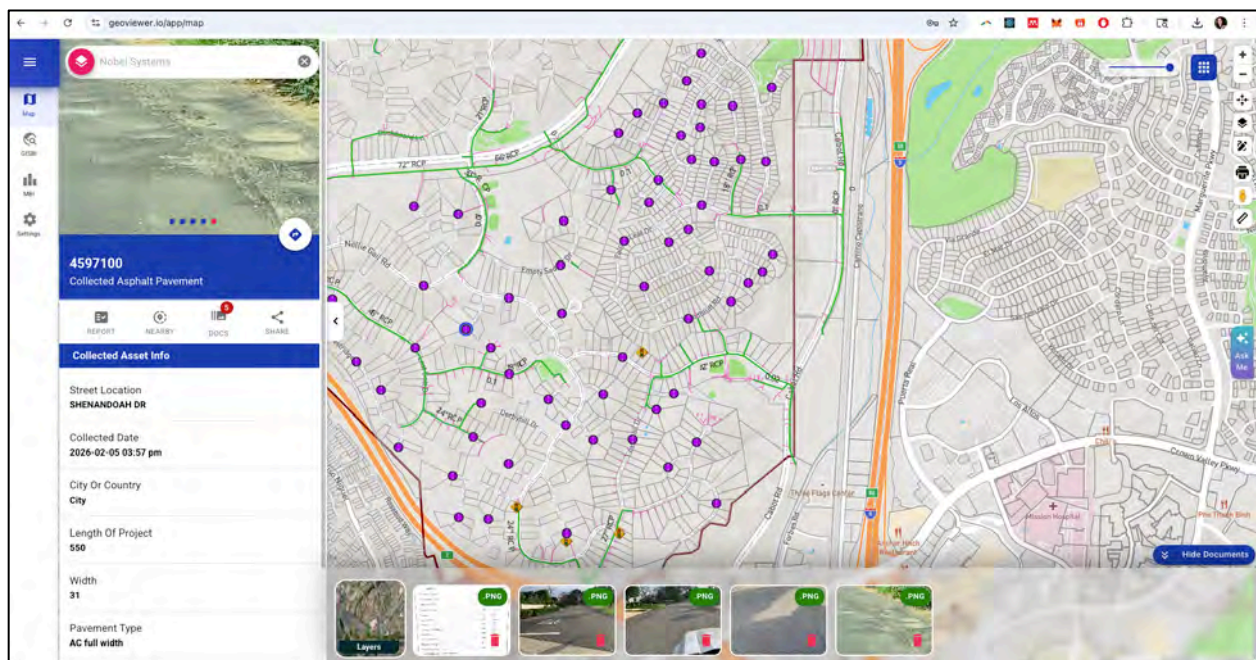
Figure 27 : Asset management tools for the City of Glendora

By combining GIS-centric asset data with configurable web and mobile workflows, GeoViewer enables Glendora’s field crews and supervisors to perform inspections, manage maintenance activities, capture updates in the field, and keep asset records accurate and current. Delivered as a subscription-based service, the solution includes hosting, ongoing data updates, and platform support, providing the City with a scalable and sustainable framework for day-to-day operations.



## City of Laguna Hills

The City of Laguna Hills uses Nobel Systems' GeoViewer to strengthen its cloud-based GIS operations and improve access to spatial data across the organization. Through GeoViewer, City staff can interact with GIS information through a web-based environment that supports more efficient access to maps, layers, and location-based records for planning, analysis, and operational use. By extending GIS beyond conventional desktop tools, the platform helps improve workflow efficiency, usability, and the day-to-day value of the City's geospatial resources.



*Figure 28 : Pavement management tool for the City of Laguna Hills*

GeoViewer is used in conjunction with the City's ArcGIS environment, creating an integrated GIS framework that combines the strengths of both platforms. ArcGIS supports the City's underlying geospatial data and mapping ecosystem, while GeoViewer provides a practical operational interface for broader user access and application. Together, these platforms support a scalable GIS environment that improves access, coordination, and organizational use of geospatial information across City functions.

## 6. CURRENT PROJECTS OF SIMILAR SCOPE



### City of Calimesa

The City of Calimesa uses Nobel Systems' GeoViewer as a cloud-based GIS platform to support both public-facing map access and internal operational workflows. Through GeoViewer, the City provides web-based access to property and community information such as parcels, zoning, flood maps, trails, aerial imagery, and other location-based records, while also supporting internal use cases related to asset management, work orders, and field reporting.

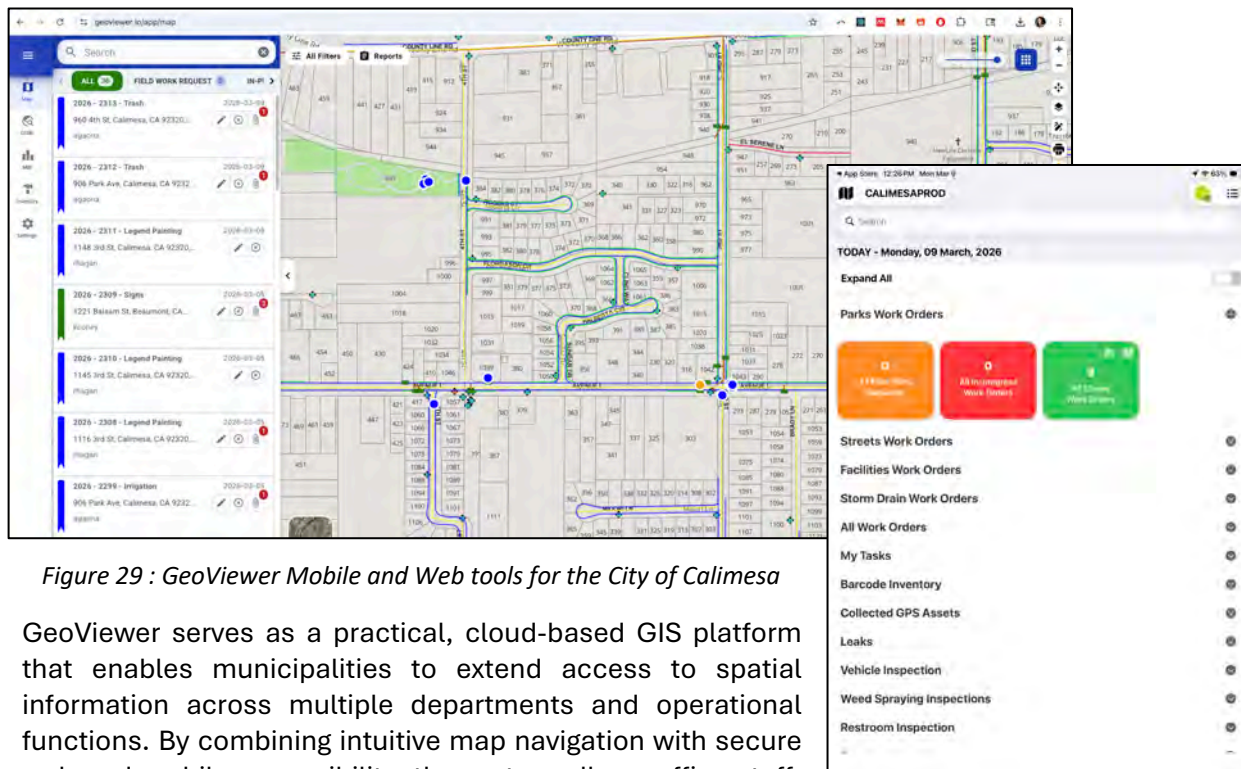


Figure 29 : GeoViewer Mobile and Web tools for the City of Calimesa

GeoViewer serves as a practical, cloud-based GIS platform that enables municipalities to extend access to spatial information across multiple departments and operational functions. By combining intuitive map navigation with secure web and mobile accessibility, the system allows office staff, managers, field personnel, and contract teams to interact with GIS data through a unified, user-friendly environment. This significantly broadens the organizational use of geospatial information beyond traditional desktop GIS users and supports more efficient coordination across planning, public works, utilities, inspections, and field operations. GeoViewer's web and mobile framework supports near real-time access to asset records, inspections, work orders, documents, and other location-based information, allowing users to make timely, informed decisions in both office and field settings. Through this approach, the platform transforms GIS into an operationally embedded system that improves visibility, responsiveness, data consistency, and overall service delivery.



## City of Huntington Park

The City of Huntington Park implemented Nobel Systems' GeoViewer platform to expand public-facing GIS access and strengthen service delivery through an integrated web- and mobile-based citizen engagement solution. Through this implementation, the City launched **MyHuntingtonPark**, a GeoViewer Citizen application that provides residents with an intuitive, map-driven interface for accessing City information, locating services, and submitting service-related requests. This deployment improved public access to City services while creating a more transparent and responsive mechanism for reporting and tracking community issues.

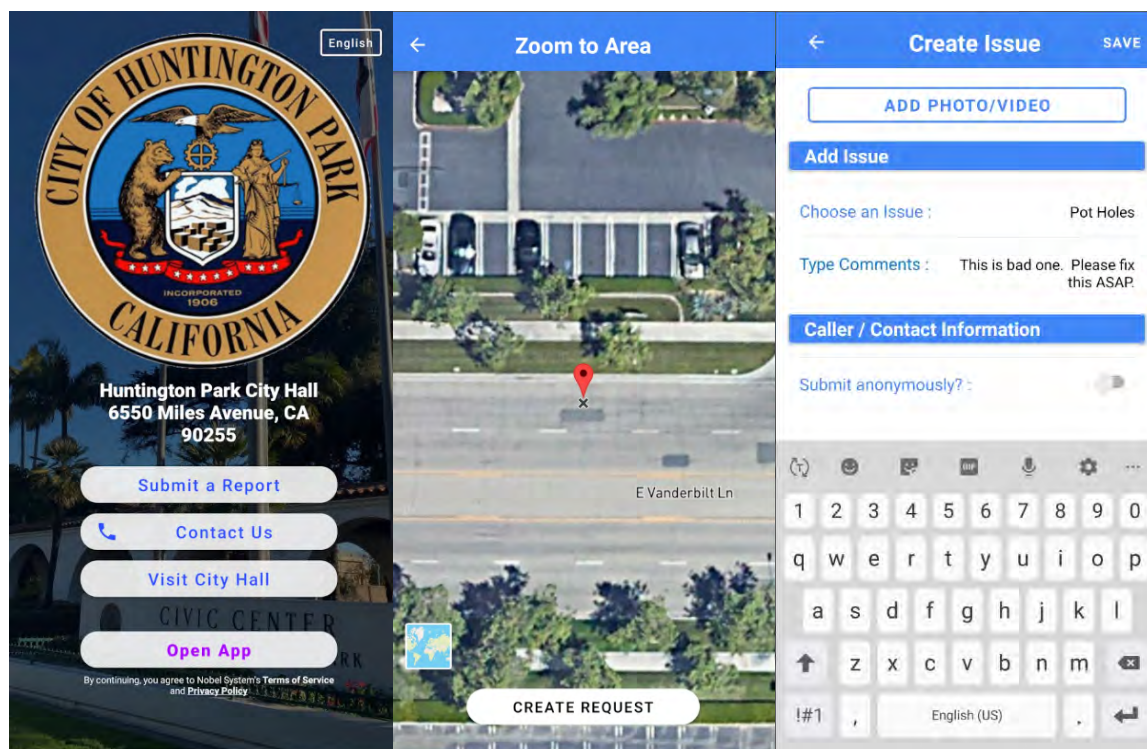


Figure 30 : Citizen Portal for the City of Huntington Park

In parallel with its public-facing capabilities, GeoViewer was also adopted to support internal City operations through a centralized GIS environment for infrastructure data and workflow management. The City maintained subscriptions for GeoViewer and related utility-focused modules, including the Sewer Module, enabling staff to manage operational information in a more structured and scalable manner. Together, these capabilities demonstrate how GeoViewer can serve as a shared platform for both residents and City personnel—improving transparency, supporting response tracking, and establishing a standardized GIS-based foundation that can expand over time as operational needs evolve.



## City of Mission Viejo

The City of Mission Viejo uses Nobel Systems' GeoViewer as a web-based GIS platform to provide public access to property and community information and to support operational visibility into municipal infrastructure. Through the City's Community GIS environment, users can access parcel, zoning, flood, utility, school district, watershed, and service-related information through an address-based map interface. GeoViewer is also used operationally to monitor storm system layers and drainage-related assets.

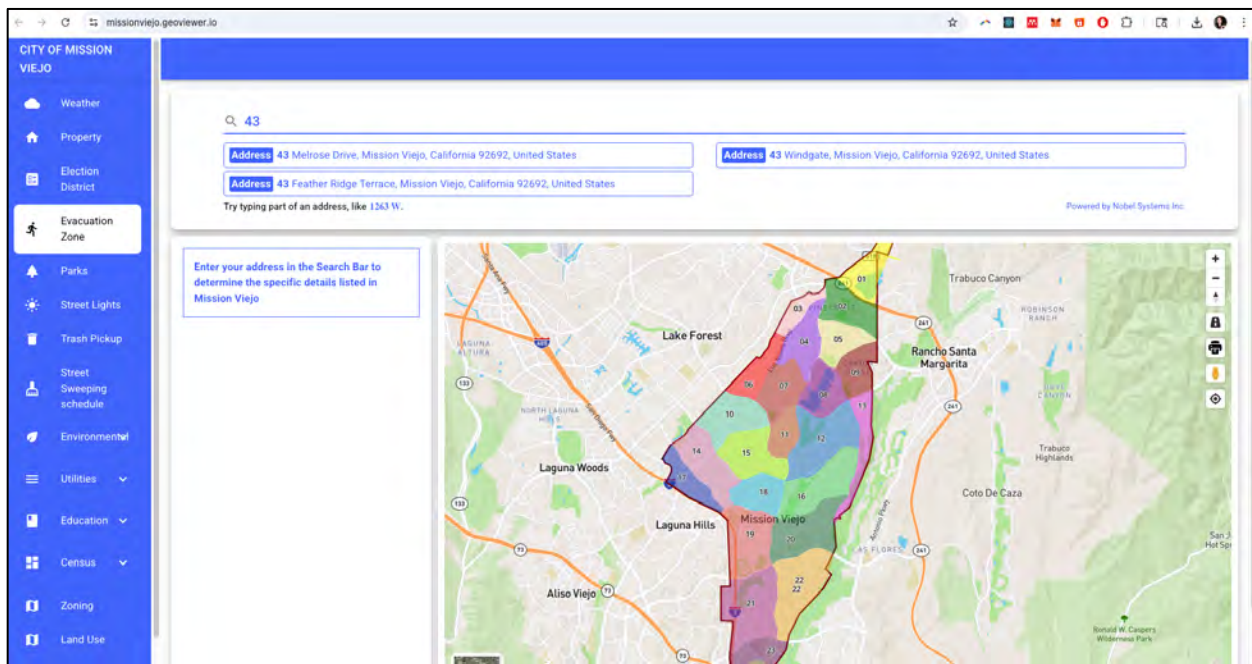


Figure 31 : City of Mission Viejo's Public Viewer

## 7. REFERENCES WITH CONTACT INFORMATION AND SCOPE SUMMARIES



City of Monrovia

**Contact Name :** Luis Cendejas

**Contact Position :** Utilities System Maintenance Supervisor

**Address :** 600 South Mountain Avenue, Monrovia, CA 91016

**Phone :** (626) 256-8206; (626) 4831228

**Email address :** [lcendejas@monroviaca.gov](mailto:lcendejas@monroviaca.gov)

**Project Description :** The City of Monrovia uses the GeoViewer platform to support day-to-day water utility operations, field inspections, and regulatory tracking through a suite of configured mobile and web workflows. The implementation enables staff to manage and document critical activities in a consistent, map-based environment, improving visibility, accountability, and reporting across the distribution system.



Figure 32 : Sample dashboards and analytics

Key operational workflows include digMark Alerts, Hydrant Inspections, Meter Change-Outs, and Valve Exercising, which provide field crews with standardized digital forms, GIS-driven navigation to assets, and structured capture of inspection results, condition notes, photos, and completion status. GeoViewer also supports Asset Inspections to document asset condition and maintenance observations across multiple asset types using repeatable inspection templates.

To support regulatory readiness, Monrovia also uses GeoViewer for LCRR (Lead and Copper Rule Revisions) tracking, enabling staff to organize and monitor compliance-related information in a spatial context, streamline updates, and generate program status outputs for internal review and audits.

Overall, the Monrovia GeoViewer deployment provides an integrated operational picture that connects GIS, field data collection, and program reporting—helping the City reduce paper processes, standardize field execution, and maintain reliable, up-to-date asset and inspection records.



**City of El Monte**

**Contact Name :** Daniel Abarca  
**Contact Position :** Water Systems Supervisor  
**Address :** 3990 Arden Drive, City of El Monte, CA 91731  
**Phone :** (626) 374-6434  
**Email address :** [dabarca@elmonteca.gov](mailto:dabarca@elmonteca.gov)

**Project Description :** Nobel Systems provides the City with proven, enterprise-grade solutions designed to enhance field data collection processes, improve the accuracy and integrity of GIS datasets, and optimize overall operational efficiency. Our integrated Asset Management System

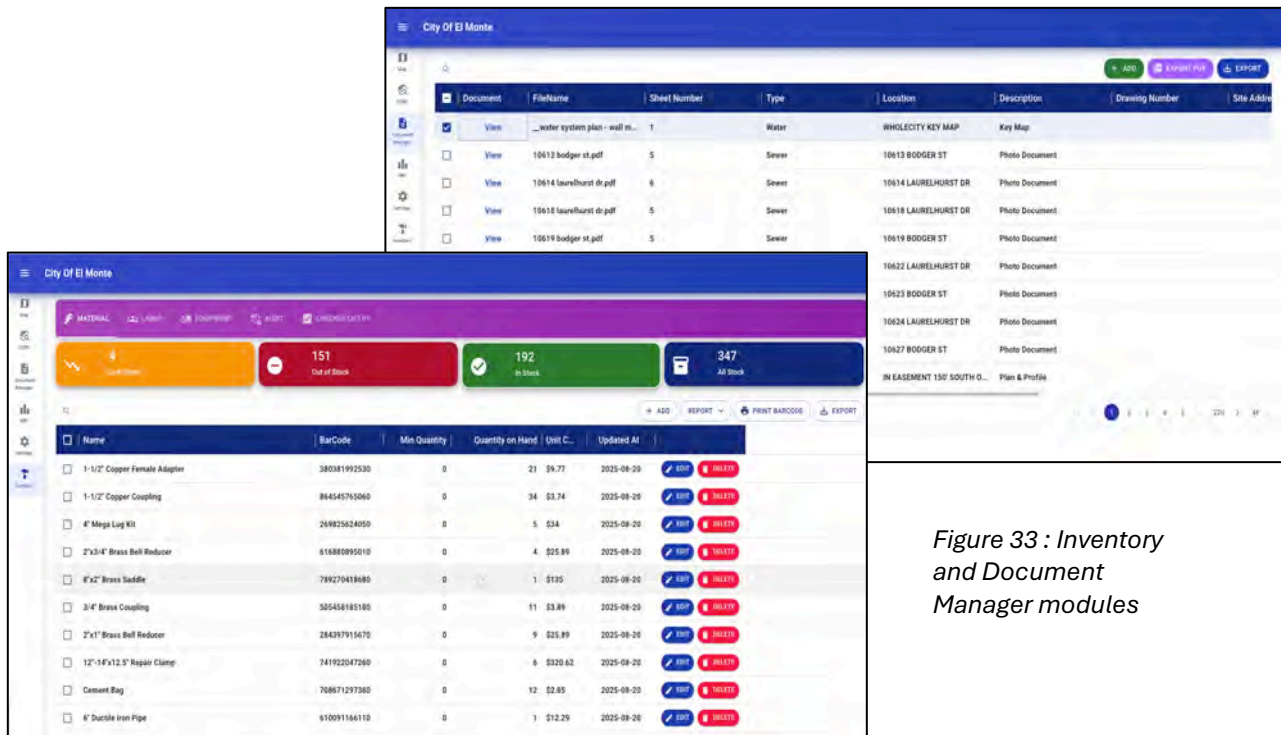


Figure 33 : Inventory and Document Manager modules

(AMS) and Computerized Maintenance Management System (CMMS), both natively embedded within the GeoViewer platform, enable seamless collaboration between field personnel and office staff. This unified system fosters real-time data synchronization, streamlines workflows, and supports informed decision-making. GeoViewer fundamentally transforms how the City manages its geospatial data—facilitating efficient field data acquisition, enhancing visibility into infrastructure assets, and providing intuitive access to County-level spatial information for analysis and planning.



**Contact Name :** Paul Zampiendo

**Contact Position :** Assistant Public Works Director , Water Division

**Address :** 1051 Sierra Madre Ave, Glendora, CA 91741

**Phone :** (626) 914 8207

**Email address :** [pzampiendo@cityofglendora.gov](mailto:pzampiendo@cityofglendora.gov)

**Project Description :** The City of Glendora partnered with Nobel Systems to modernize utility operations and asset management using the GeoViewer platform. The project focuses on creating a connected, map-based operational environment that helps staff view assets in context, standardize field activities, and improve decision-making through better data visibility and reporting.

GeoViewer supports Glendora’s goals by combining GIS-centric asset data with configurable web and mobile workflows. This enables field crews and supervisors to efficiently manage inspections and maintenance activities, capture updates in the field, and maintain a more accurate and current system of record over time. The solution is supported through ongoing subscription services that include hosting, data updates, and platform support.

Overall, the Glendora deployment establishes a scalable foundation for improved operational efficiency and long-term asset stewardship, with the flexibility to expand into advanced capabilities such as IoT integration and digital twin-style operational insights as the program evolves.



**City of South Gate**

**Contact Name:** Chris Castillo

**Contact Position :** Interim Deputy Director of Public Works – Field Operations

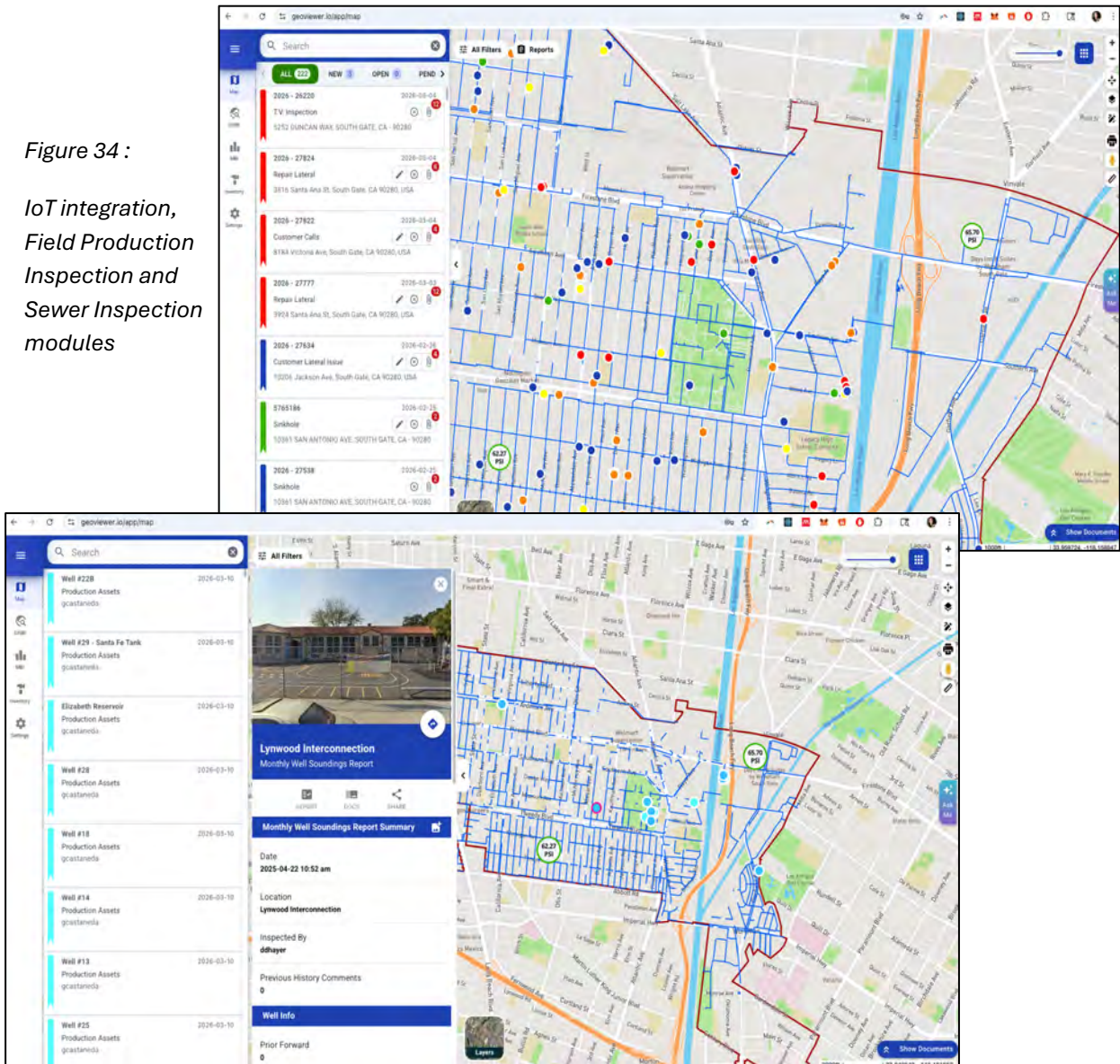
**Address :** 8650 California Avenue, City of South Gate, CA 90280

**Phone :** (323) 563-5779

**Email address :** [ccastillo@sogate.org](mailto:ccastillo@sogate.org)

**Project Description :** The City of South Gate currently utilizes Nobel Systems’ GeoViewer Online and Mobile platforms as integral tools for accessing and managing its Geographic Information System (GIS) data. These platforms support a range of daily operational needs, geospatial analysis, and data-informed decision-making processes across city departments. In addition to GIS visualization, the City has deployed the GeoViewer Work Order Module to effectively manage its Water and Sewer infrastructure assets, as well as to streamline public works-related activities including graffiti abatement, pothole repairs, sidewalk maintenance, and the upkeep of street signs and street lighting. Field personnel are equipped with the GeoViewer Mobile application, enabling them to view, update, and close work orders in real-time from the field, thereby enhancing workflow efficiency, data accuracy, and service response times.

Figure 34 :  
*IoT integration,  
Field Production  
Inspection and  
Sewer Inspection  
modules*





City of Upland

**Contact Name:** Richard Jeganathan  
**Contact Position:** IT Manager  
**Address:** 1370 N Benson Ave, Upland, CA 91786  
**Phone Number:** 909-821-2801  
**Email:** [richard@uplandca.gov](mailto:richard@uplandca.gov)

**Project Description:** Nobel System’s GeoViewer platform provides full integration and configuration across key operation areas in the City of Upland ensuring seamless interoperability between core city functions. This includes GIS Integration, Enterprise Asset Management, mobile field access, inventory management, CUSI Service Order integration and DigAlert integration.

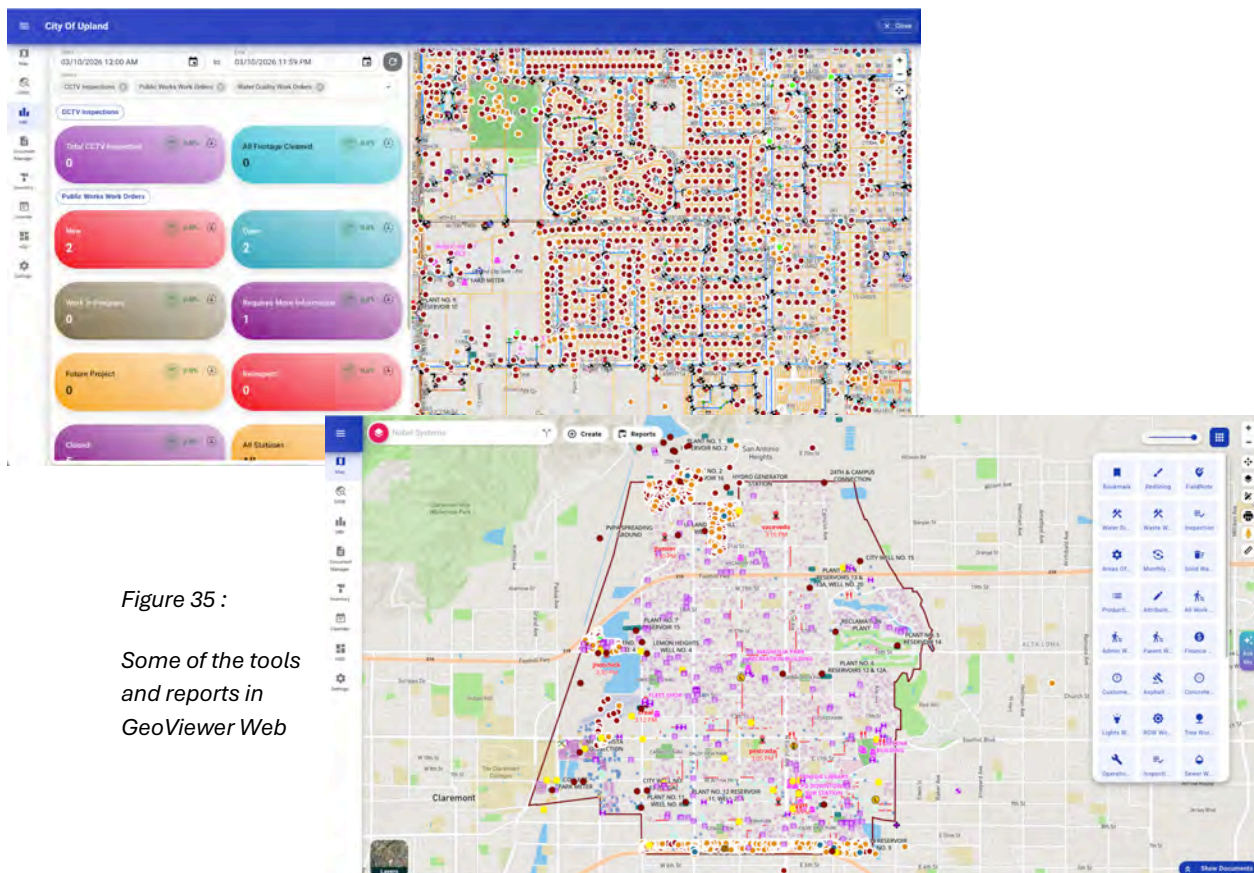


Figure 35 :  
Some of the tools  
and reports in  
GeoViewer Web

The GeoViewer platform includes a comprehensive suite of utility operations modules tailored to support the City’s sewer and water system maintenance programs. The Sewer System Modules consist of functionality for Sewer Line Cleaning, enabling both scheduled and ad hoc cleaning activity tracking with real-time asset condition feedback and performance metrics; Manhole (MH)

Inspections, which utilize digital inspection forms and image capture to document structural integrity and flow characteristics; and FOG (Fats, Oils, and Grease) Program Management, which facilitates proactive scheduling of inspections, tracks violations, and supports outreach to commercial food service establishments to ensure regulatory compliance.

For Water System Maintenance, the platform supports Valve Exercising, with tools for logging valve operations, torque measurements, and GPS-based verification to maintain system readiness; and Hydrant Flushing, which allows for the scheduling and execution of flow tests and flushing activities, while maintaining a digital history for water quality assurance.

## 8. PROJECT SCHEDULE

The City requires a phased deployment within nine (9) months from Kick-off/Notice to Proceed. Our approach emphasizes rapid time-to-value, disciplined data readiness work, and configuration-first delivery. This implementation framework is designed to establish core system capabilities early, while allowing subsequent phases to build on validated data, tested workflows, and confirmed user requirements.

### 8.1 Delivery Phases

The proposed solution will be delivered through a multi-phase implementation framework that enables the City to transition from existing fragmented asset management practices to a unified, GIS-native operational platform in a controlled and measurable manner. The phased approach is designed to support early establishment of the core system foundation, followed by progressive deployment of work management, mobile field operations, public portal capabilities, dashboards, and capital planning functions. By organizing delivery in this manner, the City can validate each stage before advancing to the next, while minimizing disruption and ensuring that the final platform is fully aligned with the City’s functional, technical, and organizational requirements.

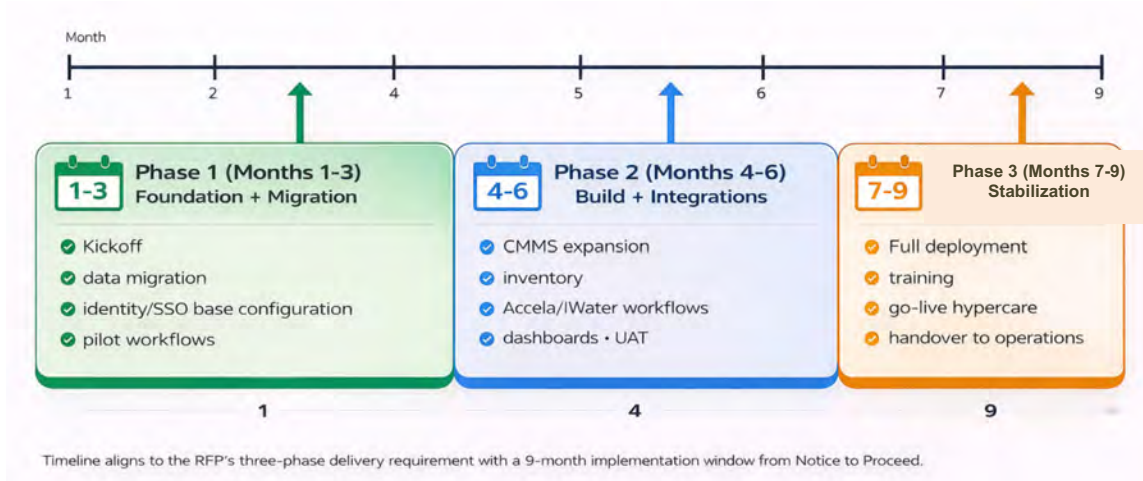


Figure 36 : Phased delivery approach aligned to the RFP's 9-month timeline.

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### **Phase 1 (Months 1–3): Foundation, Migration, and Identity**

- Project kick-off; confirm success criteria, departments, and governance.
- Data discovery and migration planning for XYMaps and other legacy sources; establish asset ID strategy.
- Configure ArcGIS Enterprise connectivity and authoritative layer consumption.
- Implement SSO integration with Entra ID and mixed-mode authentication patterns.
- Initial web GIS configuration: search profiles, printing templates, redlining, document linkage, and baseline dashboards.

### **Phase 2 (Months 4–6): CMMS, Work Orders, and iOS Field Deployment**

- Configure CMMS work order types, status lifecycle, priorities, and SLAs by department.
- Configure inventory workflows and barcode/QR conventions (if used).
- Deploy GeoViewer Mobile iOS; configure offline maps/packages and sync policies.
- Configure and pilot priority inspection modules (e.g., hydrants, valves, leaks, backflow, sewer cleaning).
- User acceptance testing (UAT) for core workflows; refinements and training

### **Phase 3 (Months 7–9): Public Portal, Risk Dashboards, and Capital Planning**

- Configure and launch citizen reporting portal with closed-loop status tracking and notifications.
- Deploy risk and readiness dashboards (Public Works and Fire), including wildfire overlays and prevention KPIs.
- Configure condition history and risk scoring models for renewal prioritization and coordinated CIP planning.
- Finalize emergency damage assessment module and FEMA/Cal OES export package templates.
- Training and go-live stabilization and implementation support

## 8.2 Project Schedule and Milestones

Milestone	Target Timing	Primary City Stakeholders	Phase 1: Migration + SSO		Phase 2: CMMS + Mobile Deployment			Phase 3: Public Portal + Dashboards + Stabilization				
			M1	M2	M3	M4	M5	M6	M7	M8	M9	
Kick-off complete; governance established	Month 1	Public Works, IT, Fire, Planning	◆									
XYMaps/legacy migration - priority assets	Month 2-3	Public Works, GIS, IT										
SSO live (Entra ID) + mixed-mode	Month 2-3	IT										
CMMS work orders live for pilot group	Month 4-5	Operations supervisors										
GeoViewer Mobile iOS live + offline	Month 5-6	Field leads										
Public portal go-live	Month 7-8	City public-facing stakeholders										
Risk dashboards + capital planning baseline	Month 8-9	PW/Fire management										
Go-live complete	Month 9	All										◆

### NOTE :

Nobel Systems is confident in its ability to complete the full scope of work identified in this RFP in as early as **six (6)** months, despite the City’s anticipated nine-month implementation horizon. This is achievable through a structured and well-coordinated delivery methodology that allows multiple workstreams to proceed in parallel, including project mobilization, system configuration, data migration, integration planning, testing, and user training. By leveraging our proven implementation approach and the maturity of the GeoViewer platform, we can accelerate delivery while still maintaining the required quality controls, stakeholder coordination, and acceptance milestones necessary for a successful deployment.

This accelerated schedule is not intended to reduce rigor, but rather to reflect the efficiency of a GIS-native platform implementation supported by experienced technical and project delivery teams. With timely access to source data, stakeholder input, and decision-making support from the City, Nobel Systems can streamline execution and bring critical capabilities online earlier, enabling the City to realize operational benefits sooner while still preserving a phased, manageable rollout process.

### 8.3. Training, Support, and Change Adoption

The RFP calls for two to four training sessions and comprehensive support within an annual subscription model. We deliver training as role-based, workflow-driven sessions supported by job aids and recorded modules (where permitted).

- Training Session 1: Web GIS for internal users (search, reporting, printing, redlining, document linkage).
- Training Session 2: CMMS and dispatch workflows (work orders, prioritization, assignment, inventory basics).
- Training Session 3: iOS field operations (offline maps, inspections, evidence capture, close-out).
- Training Session 4: Dashboards and management oversight (KPIs, exports, capital planning views, fire prevention dashboards).

Support is provided through issue management and tracking using JIRA, regular platform updates, and scheduled check-ins during stabilization. Implementation support is included immediately after go-live for each major phase to ensure operational continuity.

## 9. COST PROPOSAL

This cost proposal has been prepared in accordance with the Line Item Excel sheet. Further details on the scope of tasks to be performed, as aligned with the RFP requirements, are also provided in Section 2.19 - Compliance Matrix.

Section	ItemDesc	UnitOfMeasure	Quantity	UnitPrice
Base Bid - General Bid Items	GIS/Asset Management Software	LS Base Price per year	1	<b>\$ 80,000.00</b>
Base Bid - General Bid Items	Valve Isolation Tool	LS per year	1	Included
Base Bid - General Bid Items	Document Linkage Tool	LS per year	1	Included
Base Bid - General Bid Items	Attribute Editor Tool	LS per year	1	Included
Base Bid - General Bid Items	Mobile Application Tool Required capabilities as identified	LS per year	1	Included
Base Bid - General Bid Items	Open/Close Work Orders/Service Orders	LS per year	1	Included
Base Bid - General Bid Items	Connected & Disconnected Mode	LS per year	1	Included
Base Bid - General Bid Items	GPS Option to zoom to current location	LS per year	1	Included
Base Bid - General Bid Items	Search Capability for address, location, assets, etc.	LS per year	1	Included
Base Bid - General Bid Items	Redlining on the map and As-Built drawing.	LS per year	1	Included
Base Bid - General Bid Items	Ability to collect data in disconnect mode.	LS per year	1	Included
Base Bid - General Bid Items	Ability to take pictures and videos and attach to assets.	LS per year	1	Included
Base Bid - General Bid Items	Dashboard which shows all the work completed for a day and the past 90 days.	LS per year	1	Included
Base Bid - General Bid Items	Automated and real time synching technology.	LS per year	1	Included
Base Bid - General Bid Items	Ability to scn barcode/QR code to retrieve inventory information.	LS per year	1	Included
Base Bid - General Bid Items	Ability to scan tags using OCR capabilities.	LS per year	1	Included
Base Bid - General Bid Items	Work on iPads/iPhones	LS per year	1	Included

Base Bid - General Bid Items	Work on Android based devices.	LS per year	1	Included
Base Bid - General Bid Items	Mobile Application Tool Desired capabilities as identified	LS per year	1	Included
Base Bid - General Bid Items	Valve data collection module.	LS per year	1	Included
Base Bid - General Bid Items	Hydrant Flushing module.	LS per year	1	Included
Base Bid - General Bid Items	Leak Data collection module.	LS per year	1	Included
Base Bid - General Bid Items	GPS Data collection module.	LS per year	1	Included
Base Bid - General Bid Items	Backflow inspection module.	LS per year	1	Included
Base Bid - General Bid Items	USA DigAlert Ticket module.	LS per year	1	Included
Base Bid - General Bid Items	Sewer Line Cleaning module with Hotspot capabilities.	LS per year	1	Included
Base Bid - General Bid Items	Manhole Inspection module.	LS per year	1	Included
Base Bid - General Bid Items	Sewer Spill module.	LS per year	1	Included
Base Bid - General Bid Items	FOG Inspection module.	LS per year	1	Included
Base Bid - General Bid Items	BMP Inspection module.	LS per year	1	Included
Base Bid - General Bid Items	CCTV Videos module.	LS per year	1	Included
Base Bid - General Bid Items	Reservoir Inspection module.	LS per year	1	Included
Base Bid - General Bid Items	Well Inspection module.	LS per year	1	Included
Base Bid - General Bid Items	Meter Exchange module.	LS per year	1	Included
Base Bid - General Bid Items	Meter Route module for data collection.	LS per year	1	Included
Base Bid - General Bid Items	Private Property Low Impact Development (LID) infrastructure tracking/monitoring.	LS per year	1	Included
Base Bid - General Bid Items	Street maintenance, pothole repair tracking.	LS per year	1	Included
Base Bid - General Bid Items	Street maintenance/rehabilitation slurry seals and/or grind/overlay tracking.	LS per year	1	Included
Base Bid - General Bid Items	Ability to input Pavement Management Plan PCI Index into street segments for coordinated CIP planning with water/sewer pipeline replacement.	LS per year	1	Included

Base Bid - General Bid Items	Ability to input Water and Sewer facilities CIP projects for replacement planning in conjunction with Pavement maintenance/rehabilitation projects.	LS per year	1	Included
Base Bid - General Bid Items	Ability to have a Citizen reporting app for service requests as well as web based link.	LS per year	1	Included
Base Bid - General Bid Items	Fire Department Need/Requirements	LS per year		
Base Bid - General Bid Items	Core GIS Data Layers/Information	LS per year		
Base Bid - General Bid Items	Parcels/Addresses/Occupancy (Assessors Parcel Number (APN), address points, basic occupancyc use where applicable).	LS per year	1	Included
Base Bid - General Bid Items	Wildland Urban Interface (WUI)/Local Responsibility Area 9LRA) mapping and hazard overlays (WUI boundaries, LRA/SRA, slope/topography, fuels/vegetation, fire history where available).	LS per year	1	Included
Base Bid - General Bid Items	Transportation and access (road widths/classification, choke points, dead ends, gates/locked access, bridge limits if applicable).	LS per year	1	Included
Base Bid - General Bid Items	Water supply (hydrants, hydrant attributes, valves, mains where available, static sources, tanks?).	LS per year	1	Included
Base Bid - General Bid Items	Critical features and special hazards (schools, care facilities, high risk occupancies, hazardous materials sites, overhead hazards, vulnerable populations).	LS per year	1	Included
Base Bid - General Bid Items	Evacuation and response planning layers 9evacuation routes, staging areas, shelters, command post sites).	LS per year	1	Included
Base Bid - General Bid Items	Fire Assets to Track (Asset Management)	LS per year		
Base Bid - General Bid Items	Hydrants and related infrastructure: location, make/model, flow tests, inspections, work orders, out of service tracking.	LS per year	1	Included

Base Bid - General Bid Items	Fire facilities: station building components/systems, inspections/maintenance, lifecycle planning	LS per year	1	Included
Base Bid - General Bid Items	Fleet /apparatus: unit inventory, maintenance schedules, mileage/hours, out of service reporting (can be integrated if another fleet system exists).	LS per year	1	Included
Base Bid - General Bid Items	Fire Prevention program assets: inspection targets by parcel/occupancy, defensible space/Zone 0 inspection records and outcomes.	LS per year	1	Included
Base Bid - General Bid Items	Prevention/Zone 0/LRA Policy Support (High Priority)	LS per year		
Base Bid - General Bid Items	Parcel level wildfire risk visualization (risk tiering using slope/fuels/access/structure proximity)	LS per year	1	Included
Base Bid - General Bid Items	Zone 0 feasibility/constraint mapping to reflect limited setbacks and built out conditions.	LS per year	1	Included
Base Bid - General Bid Items	Ability to prioritize inspections/outreach based on risk tier (not purely complaint driven or uniform rotation).	LS per year	1	Included
Base Bid - General Bid Items	Dashboards that support Council/Public communication (high level risk and progress reporting).	LS per year	1	Included
Base Bid - General Bid Items	Reporting Dashboards and Management Oversight	LS per year		
Base Bid - General Bid Items	Asset status dashboards (in-service/out of service, overdue inspections, upcoming maintenance)	LS per year	1	Included
Base Bid - General Bid Items	Hydrant compliance reporting (inspection completion %, flow test currency, deficiencies by area).	LS per year	1	Included
Base Bid - General Bid Items	Workorder and backlog tracking (open/closed by type, average time to close, repeat issues).	LS per year	1	Included
Base Bid - General Bid Items	Prevention program reporting (inspections completed, compliance trends, highest risk parcels addressed).	LS per year	1	Included

Base Bid - General Bid Items	Map based "at a glance" command staff dashboards for risk, readiness and key infrastructure status).	LS per year	1	Included
Base Bid - General Bid Items	Integration/Usability Requirements	LS per year		
Base Bid - General Bid Items	Mobile friendly field data collection and updates (prevention staff, operations, hydrant testing).	LS per year	1	Included
Base Bid - General Bid Items	Role based permissions (view/edit/admin) and audit trail of edits.	LS per year	1	Included
Base Bid - General Bid Items	Integration capability with Computer Aided Dispatch (CAD/Records Management System and or existing City systems.	LS per year	1	Included

### **PAYMENT MILESTONES**

#### **Year 1**

Project Setup & Kickoff .....	\$20,000
End of Month 2 .....	\$20,000
End of Month 4 .....	\$ 20,000
End of Month 6 .....	\$ 20,000
<b>TOTAL .....</b>	<b>\$ 80,000</b>
<b><u>Year 2</u> .....</b>	<b>\$80,000</b>
<b><u>Year 3</u> .....</b>	<b>\$80,000</b>

## INTEGRATION COST

Department	System Name	Description	Data Direction	Frequency
Planning	Accela	Business license and building permit data by address or parcel	One-Way	Real-time
Information Technology	Single Sign-On (Active Directory / Entra ID)	Support single sign-on using Microsoft Active Directory (Entra ID)	Two-Way	Live
Information Technology	Mixed Mode Authentication	Support authentication for non-Active Directory accounts even when SSO is enabled	Two-Way	Live
Information Technology	Email (Microsoft 365)	Send system-generated emails and notifications using the City's Microsoft 365 email environment	One-Way	As needed
Information Technology	Duo	Multi-factor authentication (MFA) using Duo	Two-Way	Live
Public Works	InfraMap	Sewer line and related infrastructure data	One-Way	One-time export of existing data
Public Works	XY Maps	GIS spatial data	One-Way	One-time export of existing data
Public Works	iWater	Water meter and usage data	One-Way	Daily

***Note : Integration Cost is included in the lump-sum cost. In any integration, it is assumed that the City will provide the API, if needed.***

## **10. CERTIFICATE OF INSURANCE**

Nobel Systems will provide Certificates of Insurance and required endorsements meeting the City's Professional Liability, General Liability, Workers' Compensation, and Automobile Liability requirements upon notice of intent to award, in accordance with the Professional Services Agreement terms included in the RFP.

## **11. CONFLICTS OF INTEREST DISCLOSURE**

Nobel Systems represents that, to the best of its knowledge, it has no relationships with third parties, City Council members, or employees of the City that would: (1) create a conflict of interest in pursuant to Government Code Section 1090, the Political Reform Act (Government Code Section 81000 et seq.), or any other applicable law; (2) create a significant risk of disclosure of confidential information.

Nobel Systems further affirms that if selected, it will perform all services in accordance with the highest professional standards applicable to its field and in a manner reasonably satisfactory to the City.

## 12. NON-COLLUSION AFFIDAVIT

### NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA \_\_\_\_\_ )  
COUNTY OF SAN BERNARDINO ) ss

BALAJI KADABA \_\_\_\_\_, being first duly sworn, deposes and  
says that he is VP OF OPERATIONS  
(Sole owner, partner, president, secretary, etc.)  
of NOBEL SYSTEMS \_\_\_\_\_

the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that such bidder has not directly or indirectly colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit or cost element of such bid price, or of that of any other bidder, or to secure an advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such bid price or of that of any other bidder, or to secure an advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his general business.


Signed: 

Title: VP OF OPERATION

Subscribed and sworn before me

this 11<sup>th</sup> day of MARCH

(Notary Seal)

  
Signature of Notary Public



## Corporate Resolution for Signing Authority

WHEREAS, the Corporation is determined to grant signing and authority to certain person(s) described hereunder.


RESOLVED, that the Board of Directors is hereby authorized and approved to authorize and empower the following individual to make, execute, endorse and deliver in the name of and on behalf of the corporation, but shall not be limited to, any and all written instruments, agreements, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by this Corporation.

Name: Govinda Shetty Balaji Kadaba

Position/Title: Vice President - Operations

Telephone Number: 909-266-6986


Email Address: kgbalaji@nobel-systems.com

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

The undersigned certifies that he is the properly elected and qualified Secretary of the books, records and seal of Nobel Systems, Inc., a corporation duly conformed pursuant to the laws of the state of California, and that said meeting was held in accordance with state law and with the Bylaws of the above-named corporation.

This resolution has been approved by the Board of Directors of Nobel Systems, Inc. (Company) on February 16,\_, 2026.

I, as authorized by the Company, hereby certify and attest that all the information above is true and correct.

  
\_\_\_\_\_  
Michael Samuel

Secretary

## **Appendix A – Resumes**

# BALAJI KADABA

VICE PRESIDENT, OPERATIONS

Mr. Kadaba is the Vice President, Operations of Nobel Systems and will be the Project Manager for this project. Mr. Kadaba earned his B.S degree in Mechanical Engineering from Siddaganaga Institute of Technology, India. Mr. Kadaba is highly motivated and results-driven Asset Management Project Manager and has over twenty-eight (28) years of work experience in effectively overseeing asset lifecycle, optimizing processes, and delivering successful projects and project management. Mr. Kadaba is a dedicated and results-oriented Asset Management professional with a proven track record of optimizing asset performance, driving cost-effective solutions, and implementing strategic initiatives to enhance organizational efficiency. Possessing strong analytical skills and in-depth knowledge of asset lifecycle management and committed to delivering sustainable value to stakeholders. Proficient in utilizing industry-leading tools and technologies for data-driven decision-making. Mr. Kadaba is detail-oriented and results-driven professional with expertise in Asset Management and Geographic Information Systems (GIS).

## RELEVANT PROJECT EXPERIENCE

### **CITY OF SOUTH GATE | Asset Management Implementation for Water and Sewer | 2019 – Present**

#### **Project Manager.**

*As a Project Manager, Mr. Kadaba,*

- Spearheaded the planning, execution, and delivery of asset management projects, leading a team of 8 professionals to ensure project goals were met within scope, time, and budget constraints.
- Implemented asset tracking systems, resulting in a reduction in manual tracking errors and increased accountability across the organization.
- Developed and maintained asset management policies and procedures, ensuring compliance with industry standards and regulatory requirements.
- Conducted regular assessments of asset performance, identifying opportunities for improvement, and presenting recommendations to senior management, resulting in an increase in overall asset efficiency.
- Collaborated with stakeholders to define project objectives and key performance indicators (KPIs), tracking progress, and providing regular status updates.
- Streamlined asset acquisition and disposal processes, resulting in a reduction in associated costs and improved asset lifecycle management.
- Oversaw vendor relationships and contract negotiations to secure favorable terms and service level agreements (SLAs) for asset maintenance and support.

### **CITY OF EL MONTE | Asset Management Implementation for Water | 2020 – Present**

#### **Project Manager.**

*As a Project Manager, Mr. Kadaba,*



#### EXPERTISE:

System Implementation, Project Management, Data Management, SaaS Solutions, Data Conversion.

#### OFFICE LOCATION

Redlands, CA

#### EDUCATION

- B.S, Degree in Mechanical Engineering, SIT Tumkur, Karnataka, India, 1997

#### PROFESSIONAL ASSOCIATIONS

- American Water Works Association (AWWA)
- Southern California Water Utilities Association (SCWUA)

#### YEARS OF EXPERIENCE

28

#### SKILLS

- Project Management
- Asset Lifecycle Management
- Process Optimization
- Vendor Management
- Budgeting and Cost Control
- Data Analysis and Reporting
- Communication and Presentation

- Assisted in the development and implementation of asset management strategies to optimize asset utilization and minimize downtime.
- Conducted thorough asset audits, reconciling physical inventory with records, and ensuring data accuracy in the asset management system.
- Collaborated with the finance team to create and manage budgets for asset acquisition, maintenance, and replacement.
- Generated reports and data visualizations to communicate asset performance metrics to stakeholders, facilitating data-driven decision-making processes.
- Contributed to the design and implementation of GIS databases for asset management purposes, ensuring data integrity and accessibility.
- Conducted asset condition assessments, analyzing data to identify areas for improvement and maintenance prioritization.
- Assisted in the development of asset management policies and procedures, aligning with industry best practices and organizational goals.
- Supported the integration of GIS technology into asset management workflows, streamlining processes and improving efficiency.
- Collaborated with the team to troubleshoot GIS-related issues and provided technical support as needed.
- Participated in regular meetings and workshops with stakeholders to gather requirements and feedback for GIS projects.

***EL TORO WATER DISTRICT | Asset Management Implementation for Water and Sewer | 2018 – Present***

**Project Manager.**

*As a Project Manager, Mr. Kadaba,*

- Develop and execute asset management strategies to align with organizational objectives and regulatory requirements.
- Implement preventive maintenance programs, resulting in a 20% reduction in equipment downtime and increased overall reliability.
- Managed asset inventory and data using GIS technology to track assets, their condition, and maintenance history.
- Conducted spatial analysis to identify trends, patterns, and potential risks related to asset performance and maintenance needs.
- Collaborated with cross-functional teams to ensure effective asset management strategies and optimal resource allocation.
- Developed and implemented asset maintenance plans based on GIS analysis, leading to improved asset lifespan, and reduced operational costs.
- Collected GIS data in the field using GPS devices and mobile applications to update and validate asset information.
- Assisted in the integration of asset management data with other enterprise systems for comprehensive planning and decision-making.
- Prepared and presented reports, maps, and visualizations to communicate asset performance and maintenance insights to stakeholders.
- Participated in regular training sessions to stay up to date with the latest GIS tools and techniques.

# ARETHA SAMUEL

## CHIEF TECHNOLOGY OFFICER | SOLUTIONS ARCHITECT

Ms. Samuel is a highly accomplished **Solutions Architect** at Nobel Systems with over 17 years of experience delivering **enterprise-grade solution design and systems integration**. She works effectively with cross-functional teams to translate business and operational requirements into scalable, maintainable implementations that align with organizational objectives.

She has led the design, development, and ongoing support of applications ranging from medium-scale deployments to large, multi-stakeholder systems implemented across different countries and operating environments. Her technical background spans modern cloud and web/mobile architectures, including **Amazon Web Services (AWS), Node.js, ReactJS, PostgreSQL, and NoSQL platforms** such as **Couchbase/CouchDB/Redis** and **MongoDB**, as well as integration experience with enterprise asset management platforms (e.g., **Infor EAM**) and related utility operations systems.

Ms. Samuel brings hands-on expertise in **end-to-end system architecture**, including server, storage, network, and database design and performance management. She also applies strong project delivery discipline, with practical knowledge of project management processes and proven experience ensuring database and integration reliability, scalability, and performance throughout the full project lifecycle.

### RELEVANT PROJECT EXPERIENCE at Nobel Systems:

#### **Systems Integration with financial / billing systems and other mapping software for GeoViewer**

- Developed integration with financial and billing systems such as Tyler, Springbrook, and Caselle – for synchronization of customer and billing records with GeoViewer’s Work Order System and spatial asset data
- Developed integration with other mapping tools such AGOL, Mapbox and Google Maps

#### **Solutions Architect / Designer for core products: GeoViewer**

- Conducted regular performance tuning and optimization activities to enhance database efficiency and responsiveness.
- Developed and implemented backup and recovery strategies to ensure data availability and integrity.
- Designed and implemented NoSQL database solutions, including MongoDB and Couchbase, to support the scalable and high-performance GeoViewer Mobile and Web applications.
- Developed data models and schema designs for databases based on project requirements.
- Implemented data replication and sharding strategies to ensure horizontal scalability and fault tolerance.
- Collaborated with DevOps teams to automate database deployment and maintenance processes.



### EXPERTISE:

Database Management, Data Science, and Design Thinking, IT Management, Prototyping, Network Design.

### EDUCATION

- B.S, Degree in Electrical Engineering and Computer Science, University of California, Berkeley 2006
- Systems Engineering Certificate from University of California, Riverside 2015
- Certified Water Loss Audit Validator, CA 2018
- Machine Learning Course, UC-Berkeley, 2025

### YEARS OF EXPERIENCE

17

### PROFESSIONAL ASSOCIATIONS

Advisory Board Member of Design Thinking at University of California, Riverside

Extension Professional Studies

### ***Development and re-design of core software products : GeoViewer Mobile and Website***

- Provided strategic and technical leadership in the development of the backend database, API and user interfaces for the cloud environment of the software solution
- Led the design of configurable dashboards, reports and forms
- Developed the solution stack leveraging the use of latest web and mobile technologies (nodeJS, ReactJS, Typescript, Kotlin and Swift).

### ***Knowledge Solutions and Institutional Strengthening for Sustainable Development – Asset Management System in Lekhnath Water Supply System (AMSLWSS) – Nepal***

- Led a team that developed the Customer Portal app including the Nepali script language support
- Developed and configured an offline GIS-based mobile/desktop software solution that kept track of preventative maintenance and work orders for the utility's water assets.
- Added IoT pressure monitoring devices and displayed the Business Analytics data on the map
- Interfaced with stakeholders for data gathering of functional and system requirements

### ***Water Supply Asset Management for Khulna Water Supply and Sewerage Authority - Bangladesh***

- Led a team for the development of KWAMS
- Interfaced with the stakeholders in finalizing the functional and system requirements of KWAMS
- Implemented the software solution in one pilot area and conducted training for KWASA staff

### ***Digital Twin Water Model Feasibility Study – Jizzakh, Uzbekistan***

- Interfaced with the stakeholders for functional requirements gathering
- Led the development of an AI/ML asset management module
- Provided technical direction in the software solution development and implementation

### ***Technical Skills:***

- **Database Technologies:** MongoDB, SQL Server, Couchbase, PouchDB, Redis
- **Database Administration:** Installation, Configuration, Backup & Recovery, Security, Performance Tuning
- **Database Design:** ER Modeling, Normalization, Indexing
- **Query Optimization:** SQL, PL/SQL, T-SQL
- **High Availability:** Clustering, Replication, Mirroring
- **NoSQL:** MongoDB, Couchbase, PouchDB
- **Automation Tools:** Ansible, Puppet
- **Operating Systems:** Windows, Linux
- **Scripting:** Shell Scripting, PowerShell

# GEMMA PELAGIO

## Vice President, Projects

Ms. Gemma Pelagio is a PMP certified Project Manager. She holds a Master's degree in Environmental Engineering Science from the University of New South Wales, Sydney, Australia and a Master of Science degree in Remote Sensing from the University of the Philippines-Diliman, Philippines.

Ms. Pelagio has extensive experience in implementing GIS/ICT projects having worked with both the private and public sectors thru the years. For over a decade, she has also implemented projects from development agencies such as ADB, AusAID, USAID, JICA and GIZ, with projects that encompass urban planning, natural resource management, trade and agriculture, infrastructure and water/wastewater management.

Upon joining Nobel Systems, Ms. Pelagio has worked with the development and production teams in implementing the main and custom products of the company, ensuring that these met the functional and quality requirements of the clients.

## RELEVANT PROJECT EXPERIENCE

### International Projects (2024-present)

- ASKI (Ankara, Turkey)
- Jizzak (Uzbekistan)
- PRASA (Puerto Rico)

### Project Coordinator

Ms. Pelagio worked on these international projects to ensure that deliverables are complied with as stated in the project's Terms of Reference (TOR) and that tasks are on track as agreed in the submitted project schedule.

City of Banning, City of Calimesa, City of Hesperia, City of Mission Viejo, Joshua Basin Water District, Rowland Heights Water District (2024 – present)

### Project Manager

Ms. Pelagio is involved in managing the customization of the new modules upon the request of end-users. She works with the client starting from the discovery phase until the deployment phases. She makes sure that all functional requirements were met.

### Geoviewer Maintenance and Customer Support (2023-2024)

#### Project Manager

Ms. Pelagio has worked and managed the Technical team to ensure that the GIS data gets updated and hosted on the agreed frequency with the clients. This also includes service management and technical support to the existing clients in the Philippines : Alaminos Water District, Bayawan Water District, Valencia Water District and Teresa Water District.



## EXPERTISE:

Project Management, Software Quality Management, SaaS Solutions, Enterprise GIS, Data Analytics

## EDUCATION

- MS Environmental Engineering, UNSW, Sydney, Australia;
- MS Remote Sensing, UP Diliman, Philippines;
- BS Geodetic Engineering, UP Diliman, Philippines

## CERTIFICATIONS

- Certified AWWA Water Loss Validator, 2025
- Certified Project Management Professional (PMP)
- Certified PMI-ACP

## PROFESSIONAL ASSOCIATIONS

- Project Management Institute (PMI)- US and Philippines
- Geodetic Engineers of the Philippines

## YEARS OF EXPERIENCE

30+

# JUNE REYES

## OPERATIONS MANAGER / CERTIFIED TRAINER

Mr. Reyes is a seasoned Geodetic Engineer, certified in the Philippines, with a 16-year track record in the geospatial sector, encompassing GIS, cartography, geodesy, mapping, and GPS surveying. He presently holds the position of Operations Manager at Nobel Systems, a Californian firm that provides specialized solutions for water utility projects across the United States and around the world. His responsibilities include overseeing a team of 14 GIS Analysts, directing them in system configuration utilizing Couchbase and PostgreSQL, managing data hosting through Mapbox, and conducting meticulous testing of Nobel's proprietary applications including GeoViewer Online, GeoViewer Mobile, and the Citizen Engagement Public App. Beyond his managerial duties, Mr. Reyes is actively involved in the execution of GIS projects for water districts, where his expertise extends to data conversion and updates, project oversight, and the establishment and implementation of rigorous standards and procedures.

### RELEVANT PROJECT EXPERIENCE

#### *Managing Training and Capacity Building Requirements of New and Existing Services for US and International Projects | 2016 – Present*

Conducts onsite / offsite training to the clients and designs the training modules and manuals covering system usage, workflows and reporting tools. He also provides field-based support and shadowing opportunities to ensure staff apply learning in real scenarios.

#### *Asset Management System in Khulna Water Supply and Sewerage Authority (KWASA), Khulna, Bangladesh | 2023 (On-going)*

**Technical Manager.** On-going implementation on the use of GeoViewer Mobile, GeoViewer Online, Public App, Workorder System for its Asset Management System (AMS) that is linked to the GIS to allow Khulna Water Supply and Sewerage Authority (KWASA) staff to perform long term replacement and rehabilitation planning, maintenance planning, non-revenue water management, and work order management for day-to-day activities.

#### *Asset Management System in Bayawan Water District, Bayawan, Negros Occidenta, Philippines | 2023*

**Project Manager.** Implemented the use of cloud-based Workorder System on top of its GIS-based Billing System to manage and maintain critical infrastructure, inventory, labor and cost.

#### *Asset Management System in Lekhnath Water Supply User Committee (LWSUC), Lekhnath, Nepal | 2022*



### EXPERTISE

Project Management, Data Management, Data Conversion, SaaS Solutions, Cloud Data Hosting and Configuration, Field Data Collection, Technical Training & Support

### YEARS OF EXPERIENCE

16

### EDUCATION

B.Sc. in Geodetic Engineering  
University of the Philippines,  
2008

### PROFESSIONAL ASSOCIATIONS

Geodetic Engineer of the Philippines

### CERTIFICATIONS

- COMPTIA CTT+ Classroom Trainer
- Esri Certified ArcGIS Desktop, Professional and Associate
- Enterprise Geodata Management Associate

**Project Manager.** Implemented the use of GeoViewer Mobile, GeoViewer Online, Public App, Workorder System for its Asset Management System (AMS) that is linked to the GIS to allow Lekhnath Water Supply User Committee (LWSUC) staff to perform long term replacement and rehabilitation planning, maintenance planning, non-revenue water management, and work order management for day-to-day activities.

[City of Moorpark, City of Banning, City of El Monte, City of Mission Viejo, Laguna Hills | ArcGIS Online Data Hosting | 2020 – Present](#)

**Project Manager.** Hosted data in ArcGIS Online as feature layer and provided the ArcGIS Map Server URL to use for in-house application of the client.

[Bayawan Water District, Bustos Water District, Valencia City Water District, Metro Carigara Water District, Wao Water District, Calumpit Water District, Teresa Water District, Alaminos City Water District, Bogo Water District, Baa Water District, Murcia Water District, General Mariano Alvarez Water District, Guiuan Water District, Manolo Fortich Water District, Bansalan Water District | GIS Data Conversion Project & Cloud Data Hosting for Water Facilities | 2016 – Present](#)

**Project Manager.** Implemented GeoViewer Online and GeoViewer Mobile to reduce their non-revenue water, to produce maps and to manage their assets. Main works include data conversion, data updates, cloud data hosting and configuration, project management and implementation of standards and procedures, conducting training and providing technical support in using the GeoViewer Online and GeoViewer Mobile.

[Clark Water District | GIS Updates | 2016 – Present](#)

**Project Manager.** Managed the updates of Clark Water District water assets data and hosted the data in GeoViewer Online.

[National Housing Authority Resettlement and Development Services Department \(NHA RDSD\) – Bonifacio East Project \(BEP\) | 2019](#)

**Project Manager.** Implemented the use of GeoViewer Mobile and GeoViewer Online for mapping of structures, household listing of structures and census profiling of households in the project area. Designed and created the online digital forms based on the inputs and data requirements of the NHA loaded into the GeoViewer Mobile application for field data collection. Set up the monitoring and analytics tools in the GeoViewer Online for real-time access of data collected on the field to be uploaded to the cloud. Trained the field data collectors and office staffs in using the GeoViewer Mobile application installed in their IOS devices and in using the GeoViewer Online for real-time monitoring and evaluation of these data. Worked closely with the NHA project people in verifying field data collected, assisted in the evaluation of the said data and aided in the creation of final report using the analytics and business intelligence tools of GeoViewer applications.

# KARTHIK RAJULAPUDI

## SOFTWARE / IoT ENGINEER

Karthik Rajulapudi is an Internet of Things (IoT) Engineer specializing in wireless networks and high-precision geolocation services for water districts. He holds a Master's Degree in Electrical and Computer Engineering from Oregon State University. Karthik has over 2 years of experience in embedded systems, IoT solutions, GNSS data collection, geospatial surveying, and sensor integration. His work focuses on integrating technologies like Trimble DA2 and Trimble R2 to map and visualize water pipelines, deploying LoRaWAN sensors and gateways in the field to gather pressure data from water pipelines and critical infrastructure. Karthik is also proficient in IoT solutions, control engineering, and firmware development.

In his role as an IoT Engineer, Karthik has worked with water districts, deploying solutions such as GeoViewer to allow clients to visualize their infrastructure on maps and efficiently manage their assets. He has contributed to high-precision GNSS data collection, enabling real-time monitoring of assets like pipelines, valves, and water systems. His work with LoRaWAN technology ensures real-time monitoring of pressure data in pipelines, valves, and other water system components, helping to optimize operations and maintenance.

Karthik has extensive experience working with various embedded systems, communication protocols, and GNSS technologies. He has worked with C/C++, Embedded C, Java Script, Python, STM32 MCUs, Arduino, and communication protocols and LoRaWAN. Additionally, he is skilled in using high-precision GNSS receivers, including Trimble DA2 and Trimble R2, for geospatial data collection and infrastructure mapping. Karthik is proficient in geolocation software like GeoViewer, facilitating real-time field data collection and integration for water infrastructure management.

### RELEVANT PROJECT EXPERIENCE

#### Geospatial Mapping and Pipeline Visualization for Water Districts

Utilized Trimble DA2 and Trimble R2 GNSS receivers for high-precision geospatial data collection to map water pipelines, valves, and infrastructure for multiple water districts. Implemented geolocation solutions using GeoViewer, enabling clients to visualize their entire pipeline network on detailed maps. Facilitated accurate pipeline maintenance, monitoring, and optimization.

#### Bare-Metal Driver Development using Embedded C

Implemented firmware for GPIO, I2C, SPI, and USART device drivers creating APIs in source code from scratch using data sheets, reference manuals, and technical specifications. Utilized STM32F401RE MCU and Arduino to demonstrate driver communication.



IoT Engineering,  
Wireless Networks,  
Geolocation and Field  
Data Collection,  
High-Precision GNSS  
Technology,  
Embedded systems and  
Programming

### OFFICE LOCATION

Redlands, CA

### EDUCATION

- Masters in Electrical and Computer Engineering, Oregon State University, USA - 2024
- B. Bachelors in Electronics and Communication Engineering, Vignan University, Andhra Pradesh, India - 2021

### YEARS OF EXPERIENCE

2

## *Nobel Systems, Inc. | IoT Experience*

- Designed and implemented IoT and geolocation solutions for multiple water districts, integrating Trimble DA2 and Trimble R2 GNSS technology to visualize pipelines and infrastructure.
- Deployed LoRaWAN sensors and gateways to gather real-time pressure data from water pipelines.
- Implemented decoders to decode sensor payloads, ensuring accurate data collection and processing.
- Worked extensively with the **Helium network** for deploying and managing LoRaWAN sensors, while also integrating data with platforms like **Ubidots** and **Couchbase** for visualization and storage.
- Collaborated with clients to deploy **GeoViewer**, enabling real-time visualization and management of water assets.

GIS/Asset Management Software  
 Request for Proposal (RFP), Issued on  
 Sierra Madre Evaluation Team Scoring & Ranking of Proposals  
 # of Evaluators: 4

**Group Score**

		AtomAI	Central Square	Nobel Systems	PSD Citywide
<b>Brian</b>					
Scope of Work		8	8	9	7.5
Weight	10%	0.8	0.8	0.9	0.75
Functional & Technical Capabilities		8.5	8	9.5	7
Weight	40%	3.4	3.2	3.8	2.8
Experience/Qualifications		8	7.5	9	7.5
Weight	15%	1.2	1.125	1.35	1.125
Implementation, Support & Training		8	7	9	7.5
Weight	20%	1.6	1.4	1.8	1.5
Cost		8	8.5	7.5	7.5
Weight	15%	1.2	1.275	1.125	1.125
<b>Total Weighted Points (100%)</b>		<b>8.2</b>	<b>7.8</b>	<b>8.975</b>	<b>7.3</b>
<b>Steven</b>					
Scope of Work		6	7	9	9
Weight	10%	0.6	0.7	0.9	0.9
Functional & Technical Capabilities		6	7	9	8
Weight	40%	2.4	2.8	3.6	3.2
Experience/Qualifications		7	9	8	8
Weight	15%	1.05	1.35	1.2	1.2
Implementation, Support & Training		6	7	8	8
Weight	20%	1.2	1.4	1.6	1.6
Cost		7	6	8	7
Weight	15%	1.05	0.9	1.2	1.05
<b>Total Weighted Points (100%)</b>		<b>6.3</b>	<b>7.15</b>	<b>8.5</b>	<b>7.95</b>
<b>Eric</b>					
Scope of Work		8.8	8.4	9.4	8.5
Weight	10%	0.88	0.84	0.94	0.85
Functional & Technical Capabilities		8.8	8.7	9.2	8.5
Weight	40%	3.52	3.48	3.68	3.4
Experience/Qualifications		7.6	9.2	8.8	8.9
Weight	15%	1.14	1.38	1.32	1.335
Training		7.6	8.2	8.8	8.1
Weight	20%	1.52	1.64	1.76	1.62
Cost		8.6	8.1	8.4	7.9
Weight	15%	1.29	1.215	1.26	1.185
<b>Total Weighted Points (100%)</b>		<b>8.35</b>	<b>8.555</b>	<b>8.96</b>	<b>8.39</b>
<b>Brent</b>					
Scope of Work		9	8	10	7
Weight	10%	0.9	0.8	1	0.7
Functional & Technical Capabilities		9	8	10	7
Weight	40%	3.6	3.2	4	2.8
Experience/Qualifications		8	8	9	7
Weight	15%	1.2	1.2	1.35	1.05
Training		8	8	8	7
Weight	20%	1.6	1.6	1.6	1.4
Cost		6	9	8	7
Weight	15%	0.9	1.35	1.2	1.05
<b>Total Weighted Points (100%)</b>		<b>8.2</b>	<b>8.15</b>	<b>9.15</b>	<b>7</b>
<b>Over All Group Score</b>					
Scope of Work		22.8	23.4	27.4	25
Weight	10%	2.28	2.34	2.74	2.5
Functional & Technical Capabilities		23.3	23.7	27.7	23.5
Weight	40%	9.32	9.48	11.08	9.4
Experience/Qualifications		22.6	25.7	25.8	24.4
Weight	15%	3.39	3.855	3.87	3.66
Implementation, Support & Training		21.6	22.2	25.8	23.6
Weight	20%	4.32	4.44	5.16	4.72
Cost		23.6	22.6	23.9	22.4
Weight	15%	3.54	3.39	3.585	3.36
<b>Total Weighted Points (100%)</b>		<b>22.85</b>	<b>23.505</b>	<b>26.435</b>	<b>23.64</b>

# **PROFESSIONAL SERVICES AGREEMENT FOR DESIGN PROFESSIONALS**

**(City of Sierra Madre / Nobel Systems Inc)**

## **1. IDENTIFICATION**

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Sierra Madre, a California municipal corporation (“City”), and Nobel Systems Inc., a Corporation (“Consultant”).

## **RECITALS**

2.1. City has determined that it requires the following professional services from a consultant:

The City of Sierra Madre is requesting proposals for the acquisition and implementation of a unified, GIS-native Asset Management System (AMS) for physical infrastructure and mobile assets. The City requires an enterprise-grade, Cloud-hosted SaaS solution that is built native to the ArcGIS Enterprise ecosystem to ensure existing spatial data remains the "Single Source of Truth". This platform will serve as the centralized hub for city staff and contract personnel to manage, track, and analyze infrastructure data in the office and the field.

2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

## **DEFINITIONS**

3.1. “Design Professional”: A Design Professional is any individual satisfying one or more of the following: (1) licensed as an architect pursuant to Business and Professions Code 5500 *et seq.*, (2) licensed as

a landscape architect pursuant to Business and Professions Code 5615 et seq., (3) licensed as a professional land surveyor pursuant to Business and Professions Code 8700 et seq., or (4) registered as a professional engineer pursuant to Business and Professions Code 6700 et seq.

- 3.2. “Scope of Services”: Such professional services as are set forth in Consultant’s **March 11, 2026** proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.3. “Agreement Administrator”: The Agreement Administrator for this project is Brian A Dickinson. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant
- 3.4. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.5. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Two Hundred Fifty-Three Thousand Three Hundred Thirty-Three Dollars and Thirty-Three Cents (\$253,333.33).
- 3.6. “Commencement Date”: May 1, 2026.
- 3.7. “Termination Date”: June 30, 2029.

## **TERM**

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

## **CONSULTANT’S DUTIES**

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the

parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached  
  
eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.5. **Professional Standards.** Consultant shall perform all work to the highest standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Campaign Contributions.** This Agreement is subject to Government Code Section 84308, as amended by SB 1439. Consultant shall disclose any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent. Consultant shall provide a signed copy of the attached Campaign Contribution Disclosure Form to the City prior to, or concurrent with, the Consultant's execution of this Agreement.
- 5.7. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.8. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the

Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Balaji Kadaba** shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

- 5.9. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.10. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.11. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.12. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

- 5.13. **Skilled and Trained Workforce Requirement.** When the use of a skilled and trained workforce is required to complete a contract pursuant to existing law, this contract is subject to such requirement and Contractor agrees to use a skilled and trained workforce.

## SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.

## COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the
- Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification or position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

## **PREVAILING WAGES**

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects including the design and preconstruction phases of a covered public works project. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

## **OWNERSHIP OF WRITTEN PRODUCTS**

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

## **RELATIONSHIP OF PARTIES**

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## **INDEMNIFICATION**

- 11.1. **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officials, officers, agents, employees and volunteers.
- 11.2. **Consultant to Indemnify City.** Where the services to be provided by Consultant under this Agreement are design professional services, as that term is defined under Civil Code Section 2782.8, Consultant agrees to indemnify, defend and hold harmless, the City, its officers, officials, employees and volunteers from any and all claims, demands, costs or liability that actually or allegedly arise out of, or pertain to, or relate to

the negligence, recklessness or willful misconduct of Consultant and its agents in the performance of services under this contract, but this indemnity does not apply to liability for damages for bodily injury, property damage or other loss, arising from the sole negligence, active negligence or willful misconduct by the City, its officers, official employees, and volunteers. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of the City, then Consultant's indemnification and defense obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed Consultant's proportionate percentage of fault.

11.3. As respects all acts or omissions which do not arise directly out of the performance of design professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, and to the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, officials, agents, employees, and volunteers from and against any claims, demands, losses, liability of any kind or nature (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees) where the same arise out of, are in connection with, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or sub-contractors of Consultant, excepting those which arise out of the active negligence, sole negligence or willful misconduct of the City, its officers, officials, employees and volunteers.

11.4. **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City. If it is finally adjudicated that liability is caused by the comparative negligence or willful misconduct of an indemnified party, then Consultant's indemnification obligation shall be reduced in proportion to the established comparative liability.

11.5. **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of City's choice, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any

refund of attorneys' fees, defense costs or expenses in the event that it is adjudicated to have been non-negligent.

- 11.6. **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.7. **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.8. **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.9. **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 11.10. **Civil Code.** The parties are aware of the provisions of Civil Code 2782.8 relating to the indemnification and the duty and the cost to defend a public agency by a Design Professional and agree that this Section 11 complies therewith.

## INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must show the

City, its City Council, Commissions, officers, and employees of Sierra Madre as additional insured parties. The Certificate of Insurance must include the following reference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

**12.3. Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$1,000,000 per occurrence  
\$2,000,000 aggregate
- General Liability:
  - General Aggregate: \$2,000,000
  - Products Comp/Op Aggregate \$2,000,000
  - Personal & Advertising Injury \$1,000,000
  - Each Occurrence \$1,000,000
  - Fire Damage (any one fire) \$ 50,000
  - Medical Expense (any 1 person) \$ 5,000
- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident \$1,000,000
  - EL Disease - Policy Limit \$1,000,000
  - EL Disease - Each Employee \$1,000,000
- Automobile Liability
  - Any vehicle combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the City as additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the

broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the

State Compensation Fund, such agency shall be a company authorized to do business in the State of California.

12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.

12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or nonrenewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of Sierra Madre must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions, for liability arising out of ongoing and completed operations by or on behalf of the Consultant.

Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

**12.10. Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

**12.11. Notices.** Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of Sierra Madre, Attn: \_\_\_\_\_, 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024.

**12.12. Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

**12.13. Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

**12.14. Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims

submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

12.16. City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.17. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration or early termination of this Agreement.

## MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

## NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, electronic mail or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City  
Brian A Dickinson  
City of Sierra Madre

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232 W. Sierra Madre Blvd. Sierra  
Madre, CA 91024  
Telephone: (626) 355-7135  
Email: bdickinson@sierramadreca.gov  
With courtesy copy to:

Aleks R. Giragosian, Esq.  
Sierra Madre City Attorney  
Colantuono, Highsmith & Whatley,  
PC 790 E. Colorado Blvd., Ste. 850  
Pasadena, Angeles, CA 91101  
Telephone: (213) 542-5700  
Email: agiragosian@chwlaw.us

If to Consultant  
Name: Balaji Kadaba  
Address: 1030 Nevada St., Sute 202  
Redlands, CA 92374  
Telephone: 909-708-4029  
Email: kgbalaji@nobel-systems.com

## **SURVIVING COVENANTS**

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph 12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), paragraph 12.13 (Waiver of Subrogation), paragraph 12.6 (Automobile Liability Insurance), Section 15 (Surviving Covenants), Section 17 (Interpretation of Agreement), and Section 18 (General Provisions) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

## **TERMINATION**

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach by the City of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall

have the benefit of such work as may have been completed up to the time of such termination.

- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

## INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and its exhibits, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any

uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

## **GENERAL PROVISIONS**

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. All City data shall be returned to City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.

- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.
- 18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.
- 18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

18.13. **Counterparts; Electronic Signatures.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument. The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed or emailed versions of an original signature, electronically scanned and transmitted versions (e.g., via pdf) of an original signature, or a digital signature.

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

“CITY”

“CONSULTANT”

City of Sierra Madre

**Authorized Signatories:**

_____	Signature:	_____
_____		_____
_____		_____
_____	Signature:	_____

Printed:

Printed:

Title:

Title:

Date:

Date:

**Attest:**

Signature:

Printed:

\_\_\_\_\_  
\_\_\_\_\_

Title: City Clerk

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

**Approved as to Form:**

Signature:

Printed:

\_\_\_\_\_  
\_\_\_\_\_

Title: City Attorney

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



# CITY OF SIERRA MADRE

## STAFF REPORT

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### PUBLIC WORKS SERVICES

**DATE:** April 28, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Brian Dickinson, Director of Public Works

**SUBJECT:** **Approval of a Master Lease Agreement with Enterprise Fleet Management for Municipal Fleet Vehicle Replacement and Maintenance Services**

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#### **RECOMMENDATION**

It is recommended that the City Council:

1. Approve a Master Lease Agreement with Enterprise Fleet Management for the lease of twenty-nine (29) municipal fleet vehicles in an amount not to exceed \$1,811,733 (details of the Master Lease Agreement shall be negotiated and worked out with Enterprise); and
2. Authorize the City Manager to execute the Agreement, and any amendments or vehicle substitutions of equivalent type and value within the approved not-to-exceed amount, in a form approved by the City Attorney.

#### **SUMMARY**

The City of Sierra Madre maintains a municipal fleet of 37 vehicles with a total estimated book value of \$422,225 to support operations across all City departments. The fleet's average age is 12.1 years, with an average odometer reading of 50,031 miles and an average holding period of approximately 30.8 years per vehicle. The City currently averages only 1.2 vehicle acquisitions per year, reflecting a historically reactive rather than planned approach to fleet replacement.

The age distribution of the City's current fleet reflects significant deferred replacement:

<b>Fleet Age Threshold</b>	<b>Number of Vehicles</b>	<b>Percentage of Fleet</b>
Vehicles older than 2012	15	40%
Vehicles older than 2016	17	46%
Vehicles older than 2018	23	62%

This aging fleet presents compounding operational and safety concerns. The majority of the City's vehicles predate modern crash avoidance technologies, including Forward Collision Warning with Autobrake (introduced in 2018), Blind Spot Detection (2018), Rear Automatic Braking (2016), and Lane Departure Warning / Electronic Stability Control (2012). According to data from the Insurance Institute for Highway Safety and the Highway Loss Data Institute, vehicles equipped with these technologies reduce front-to-rear crashes by up to 50%, front-to-rear crashes with injuries by 56%, and backing crashes by up to 78%. The City's current fleet largely lacks these protections, increasing liability exposure and risk to employees and the public.

Fleet replacement has historically been addressed on a vehicle-by-vehicle basis: when a unit exceeds its useful life, staff solicits quotes and seeks City Council authorization for individual purchases. Once acquired, vehicles are maintained in-house by the City's Fleet Mechanic. This model has resulted in no structured replacement schedule, inconsistent maintenance demands across departments, and increasing repair costs as vehicles age beyond their optimal lifecycle.

## **DISCUSSION & ANALYSIS**

### **Procurement Process**

During the summer of 2025, City staff engaged with Enterprise Fleet Management to evaluate alternative approaches to fleet procurement and maintenance. EFM is a national fleet management company with over 2,500 government agency clients and 150 local offices. The proposed Agreement is procured through the Sourcwell Cooperative Purchasing Program under Contract No. 030122 (vehicle acquisition) and Contract No. 240502 (fleet management services), satisfying the City's competitive procurement requirements pursuant to Government Code §54202 and the City's Municipal Code. The City's Sourcwell account number is Coop Vendor #40306.

### **Proposed Program Structure**

The proposed program transitions the City from a traditional capital purchase model to a Master Equity Lease structure. Under this arrangement:

- Enterprise acquires vehicles on behalf of the City and leases them back under an open-ended lease agreement.
- Vehicles are replaced on an approximate five (5) year cycle, targeting the optimal point in a vehicle's lifecycle before depreciation, fuel costs, and maintenance costs outweigh the cost of replacement.
- At the end of each lease term, equity (resale value) is returned to the City or applied toward the cost of a replacement vehicle, reducing ongoing program costs.
- Routine preventive maintenance — including oil changes, tire rotations, and standard inspections — is performed through EFM's network of authorized service providers, providing consistent service and cost predictability.

Under EFM's open-ended lease model, the City finances only the depreciation of the vehicle during the lease period rather than the full purchase price. This results in lower monthly principal payments compared to traditional outright purchase or conventional financing, while retaining equity at vehicle disposition.

### **Implementation Plan**

The proposed implementation will occur in two phases:

<b>Phase</b>	<b>Vehicles</b>	<b>Timing</b>
Phase 1	13 vehicles	Year 1 (upon City Council approval, FY 2027)

Phase 2	8 vehicles	Year 2 (subject to separate budget authorization, FY 2028)
Phase 3	1 vehicle	Year 3 (subject to separate budget authorization, FY 2029)
Phase 4	2 vehicles	Year 4 (subject to separate budget authorization, FY 2030)
Phase 5	5 vehicles	Year 5 (subject to separate budget authorization, FY 2031)

Phase 1 vehicles were selected based on age, mileage, maintenance history, and operational criticality. The full 29-vehicle replacement program will standardize the fleet on an approximate five-year replacement cycle going forward, eliminating the current pattern of extended vehicle holding periods averaging over 30 years.

Phase 2 vehicles will be incorporated into the FY 2027-28 budget process and returned to the City Council for authorization prior to ordering.

Phase 3 vehicles will be incorporated into the FY 2028-29 budget process and returned to the City Council for authorization prior to ordering.

Phase 4 vehicles will be incorporated into the FY 2029-30 budget process and returned to the City Council for authorization prior to ordering.

Phase 5 vehicles will be incorporated into the FY 2030-31 budget process and returned to the City Council for authorization prior to ordering.

**Sustainability and Electric Vehicles**

The program advances the City's sustainability objectives. Of the 29 vehicles proposed for replacement, seven (7) are anticipated to be electric or hybrid models, contributing to reduced greenhouse gas emissions, improved fuel economy, and long-term fuel cost savings consistent with the City's climate action goals and the State's clean fleet requirements.

The transition to electric vehicles will require supporting charging infrastructure. Funding for EV charging stations has not yet been identified and will not be included in the current Agreement. Staff will bring a separate capital project request to the City Council as part of the FY 2026-27 Capital Improvement Program and will pursue available grant funding, including potential sources such as the South Coast AQMD's AB 2766 Discretionary Fund, the California Air Resources Board's HVIP program, and other state and federal clean transportation grants.

**Fleet Mechanic Position — Reallocation to Sewer Fund**

As a result of transitioning routine preventive maintenance for the light-duty fleet to Enterprise-authorized vendors, the City will reallocate the Fleet Mechanic position from the Fleet Internal Service Fund (ISF) to the Sewer Fund. This reallocation reflects both the reduced in-house maintenance demands for the light-duty fleet and the ongoing and growing operational needs of the Sewer Maintenance and Operations Division.

The salary and benefit costs currently charged to the Fleet ISF will be shifted to the Sewer Fund, providing a more accurate cost allocation and partially offsetting the lease program costs within the General Fund. The Fleet Mechanic will continue to perform maintenance on heavy equipment and specialized vehicles where in-house service is feasible, and will provide support to the light-duty fleet as needed outside of the EFM maintenance program. This reallocation does not affect the employee's classification, compensation, or employment status.

**Police Department Grant Vehicles**

The Police Department has been awarded grant funding from Congresswoman Judy Chu's Office through the Department of Justice that may be used for the acquisition of police vehicles. Grant-funded vehicles may be subject to retention or use requirements that exceed the City's proposed five-year replacement cycle. Staff will evaluate applicable grant conditions and incorporate any affected vehicles into the overall fleet management strategy accordingly. Grant-funded police vehicles may be excluded from the EFM program or maintained as a separate category within the Master Lease Agreement depending on grant terms.

### **Maintenance Program**

Routine preventive maintenance for non-specialized, light-duty fleet vehicles will be covered under EFM's maintenance program, which provides:

- Scheduled oil changes, fluid services, and filter replacements
- Tire rotation and replacement
- Brake service
- Access to EFM's network of authorized local service providers
- Online fleet management portal for tracking maintenance history, costs, and vehicle utilization

Heavy equipment, specialized vehicles, and any Police Department vehicles outside the program will continue to receive in-house maintenance performed by the City's Fleet Mechanic.

### **STRATEGIC PLAN RELATIONSHIP**

This item supports the City's goals of improving service delivery, modernizing internal operations.

### **ENVIRONMENTAL ANALYSIS**

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities

### **FISCAL IMPACT**

The proposed Master Lease Agreement with Enterprise Fleet Management will be funded through Account No. 60000.83101.52500, Fleet Internal Services Fund. The total five-year lease cost for the 29 vehicles is \$1,811,733, with first-year funding in FY 2026/27 of \$258,542 for acquisition of 13 vehicles. The downpayment for the lease program will be partially offset by the trade-in value of existing vehicles. By comparison, if the City were to continue purchasing and maintaining these vehicles in-house, the FY 2026/27 cost is estimated at \$1.2 million including vehicle replacement, annual reserve charges, and maintenance costs. In addition, 70% of the Fleet Mechanic position cost, or approximately \$66,000 annually, will be reallocated from the Fleet Internal Service Fund to the Sewer Fund to reflect support provided to sewer operations, while the remaining 30% will remain in the Fleet program. This approach reduces upfront capital outlay, provides a more predictable annual cost structure, and better aligns personnel costs with actual operational responsibilities, although it is more costly than purchasing the vehicles directly.

Approved by:



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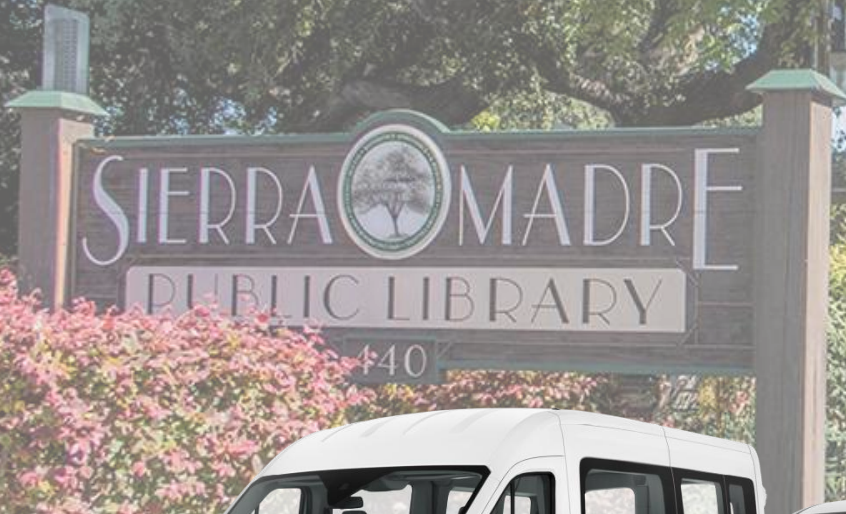
Michael Bruckner  
City Manager

**Attachments**

[Attachment 1 - Enterprise Fleet Cost Analysis](#)



FLEET MANAGEMENT



# LONG-TERM GOVERNMENT PARTNERSHIP

**2,500+**  
GOVERNMENT  
CLIENTS



We have experience working with entities like yours

**CLIENT STRATEGY MANAGERS**

That provide personalized and customized recommendations



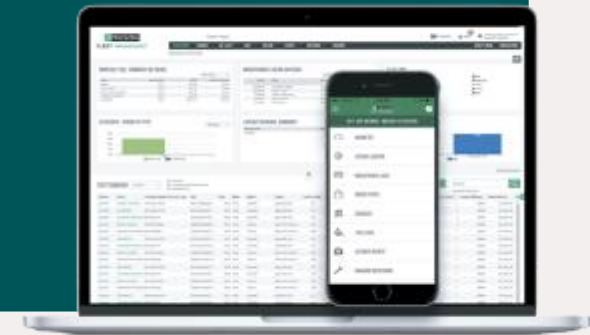
**60 LOCAL OFFICES**

Providing hands-on support



**REAL-TIME FLEET TOOLS**

Client Portal & Mobile App empowering fleet managers



**150**

Local Government Clients in SoCal



**180K+**

Managed Vehicles



WE HAVE PARTNERED WITH  
GOVERNMENT AGENCIES, LIKE  
YOURS, TO DEVELOP AND  
IMPLEMENT A PROACTIVE  
FLEET STRATEGY.



# COOPERATIVE PURCHASING PARTNERSHIPS

## SOURCEWELL

City of Sierra Madre

## ACCOUNT NUMBER

Coop Vendor #40306



**CONTRACT NUMBER**  
030122



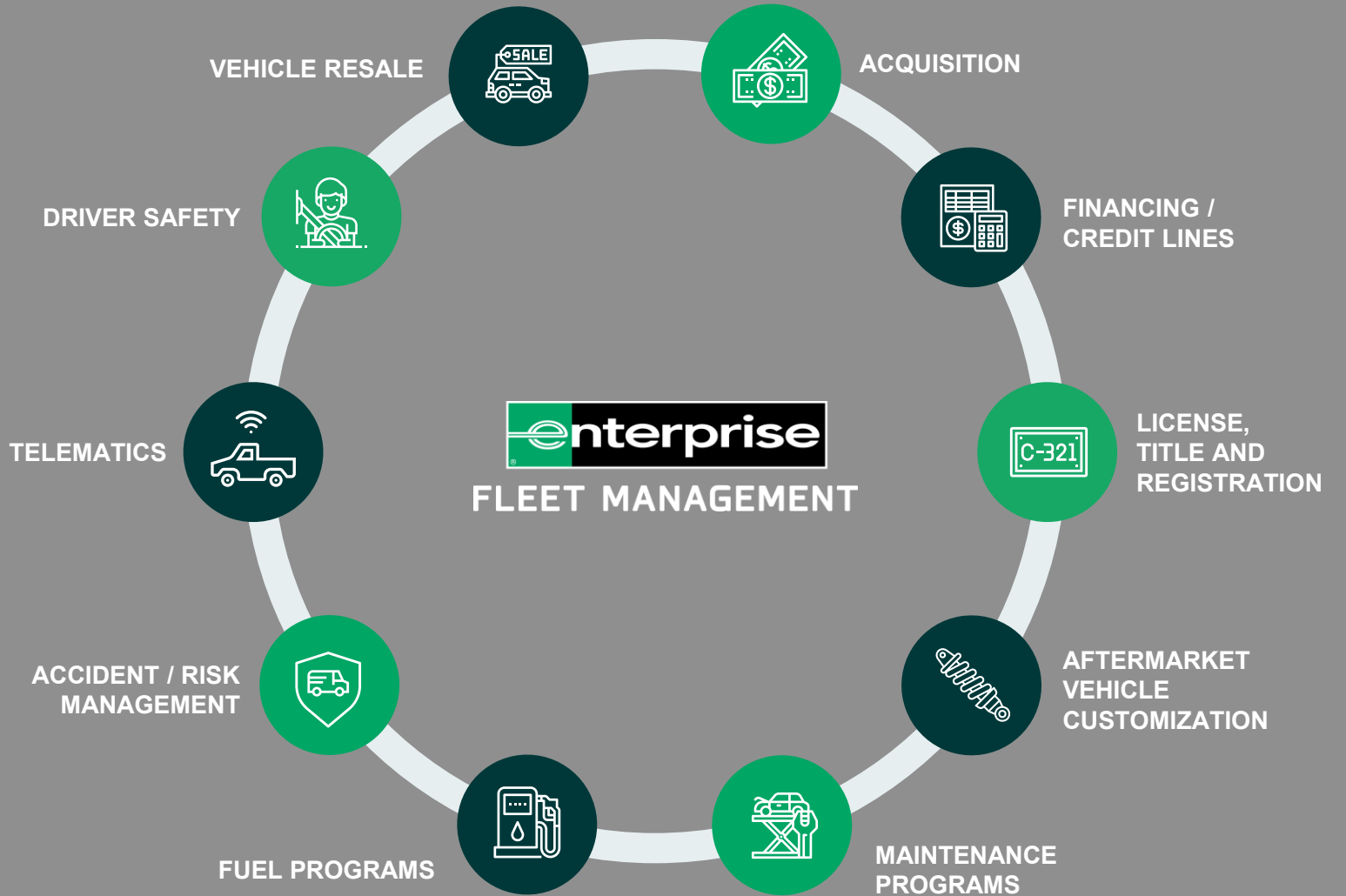
**CONTRACT NUMBER**  
240502



**CONTRACT NUMBER**  
CNR01399

# COMPREHENSIVE OFFERING, SO YOU CAN FOCUS ON YOUR OBJECTIVES

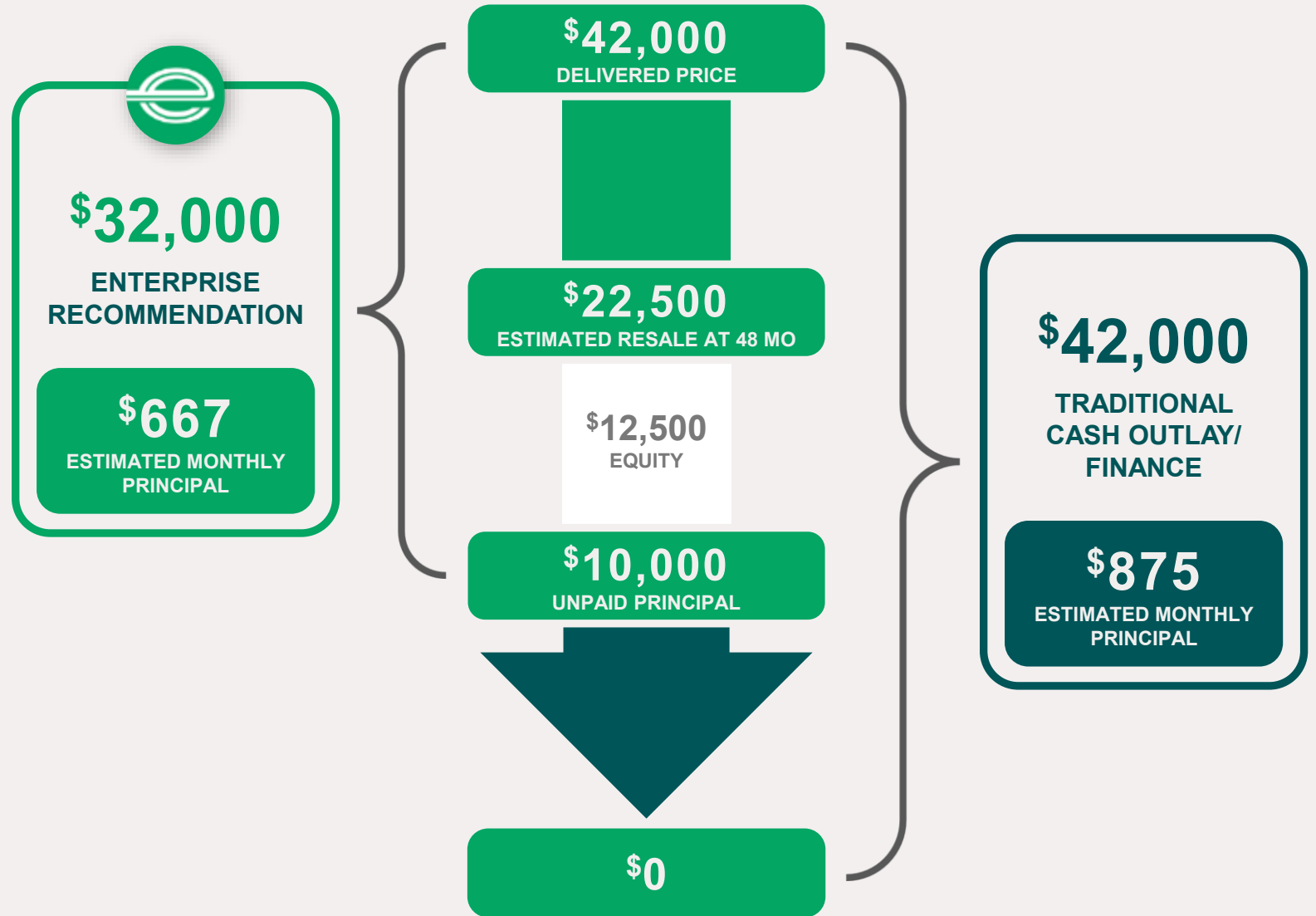
Customized to best fit the needs of your business.



# OPEN-ENDED LEASING MODEL

Equity at the time of resale is returned to the client or rolled into a replacement vehicle, reducing ongoing costs.

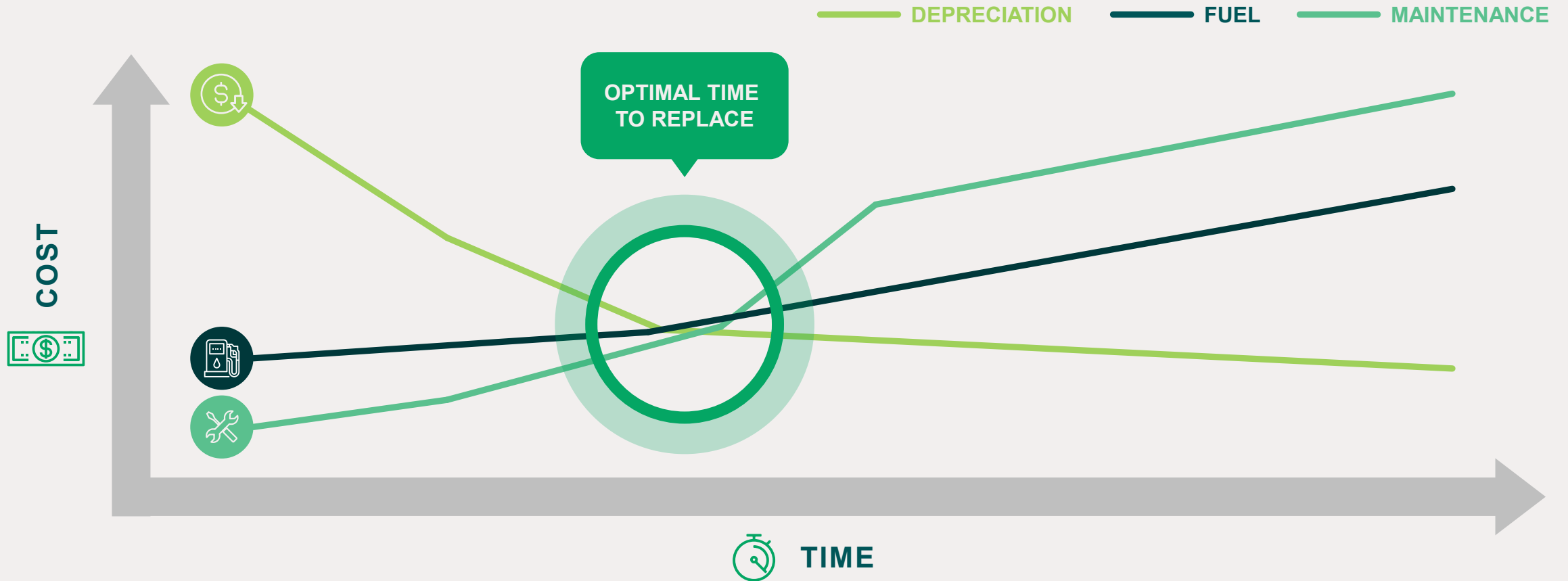
**\$10,000**  
CASH FLOW SAVINGS



FOR EXAMPLE, AND ILLUSTRATION PURPOSES ONLY. DOES NOT REFLECT ACTUAL CLIENT DATA OR A RECOMMENDATION.

# EFFECTIVE VEHICLE LIFECYCLE

Determining the right time to replace vehicles



# SAMPLE FULL CYCLE SUMMARY

I wanted to share some fantastic news with you!  
We recently sold the vehicle below for you and I'm happy to report  
your total net monthly depreciation was just \$144

## Vehicle Details

**YMMS** 2020 Ford F-150 XL 4x2 Regular Cab Styleside 8 ft. box 141 in. WB

**VIN** 1FTMF1CB4LKF04613      **ID** 23KLZB



## Lease Details

<b>Months in Service</b>	61
<b>Lease Term</b>	72
<b>Mileage Driven</b>	75,958
<b>Mileage Allotted</b>	80,486
<i>-6% over/under mileage</i>	

## Key Results

<b>Purchase Price</b>	\$24,760	<b>Sale Price</b>	\$16,000
<b>Sale Price</b>	\$16,000	<b>RBV &amp; Sale fees</b>	\$3,554
<b>NET MONTHLY DEPRECIATION</b>	<u><b>\$144</b></u>	<b>NET EQUITY</b>	<u><b>\$12,446</b></u>

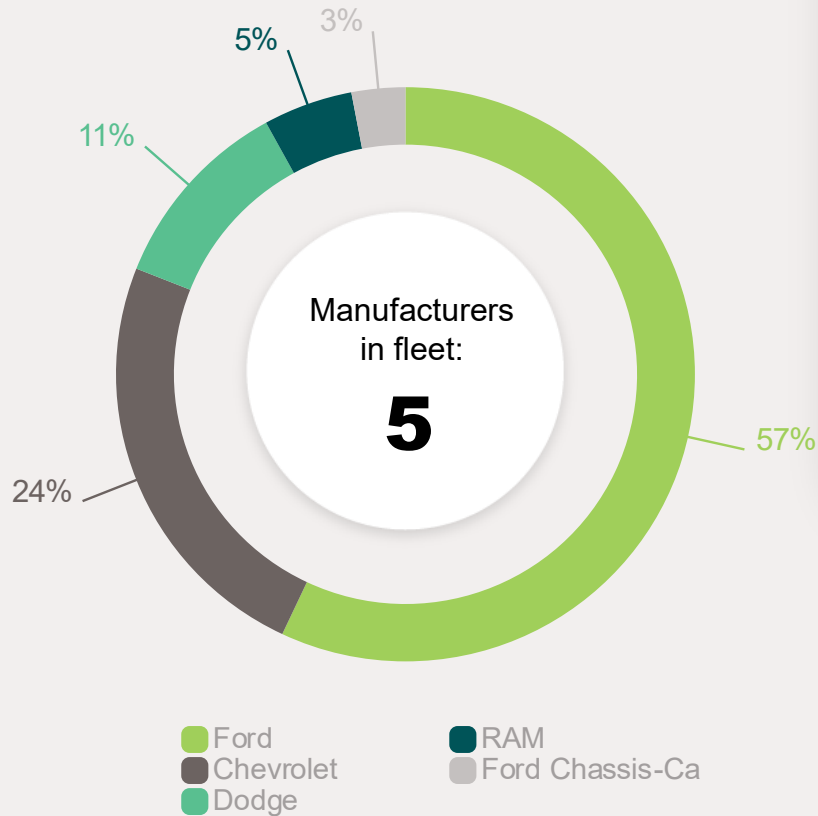
# Fleet Profile

Total fleet size: Total fleet value:

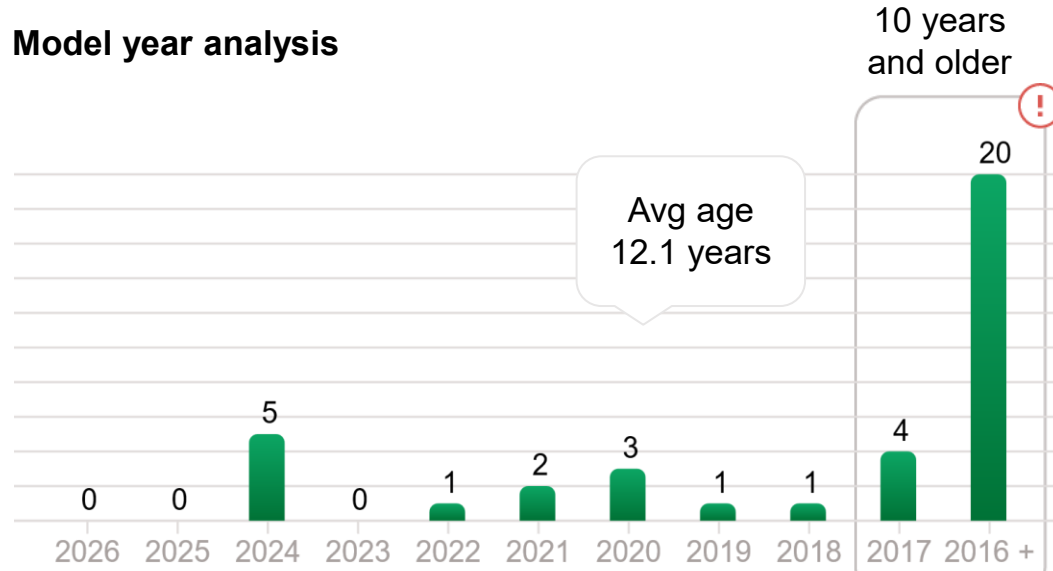
**37**

**\$422,225**

## Manufacturer breakdown



## Model year analysis



Avg holding Period (in years)

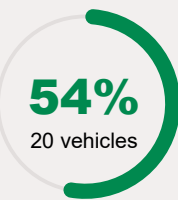
**30.8**

Avg annual acquisitions

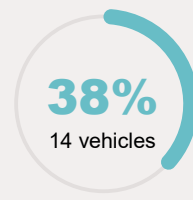
**1.2**

## Odometer distribution

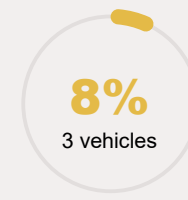
Average Odometer: 50,031



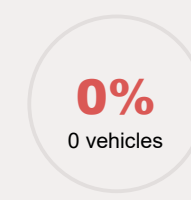
<50k MI



50k-100k MI



100k-150k MI



>150k MI

# CITY OF SIERRA MADRE CURRENT SITUATION

Benefits and effects of crash avoidance technologies

## Forward Collision Warning plus Autobrake - 2018

- ▼ 50% Front-to-rear crashes
- ▼ 56% Front-to-rear crashes with injuries
- ▼ 24% Claim rates for injuries to other people in vehicles
- ▼ 14% Claim rates for damage to other vehicles

## Blind Spot Detection - 2018

- ▼ 14% Lane-change crashes
- ▼ 23% Lane-change crashes with injuries

## Rear Automatic Braking - 2016

- ▼ 78% Backing crashes (when combined with rearview camera and parking sensors)
- ▼ 29% Claim rates for damage to other vehicles

## Lane Departure Warning / Electronic Stability Control - 2012

- ▼ 11% Single-vehicle, sideswipe and head-on crashes
- ▼ 21% Injury crashes of the same type

Source: Insurance Institute for Highway Safety, Highway Loss Data Institute

# KEY OBSERVATIONS

## 15 VEHICLES OLDER THAN 2012

- 40% OF TOTAL FLEET

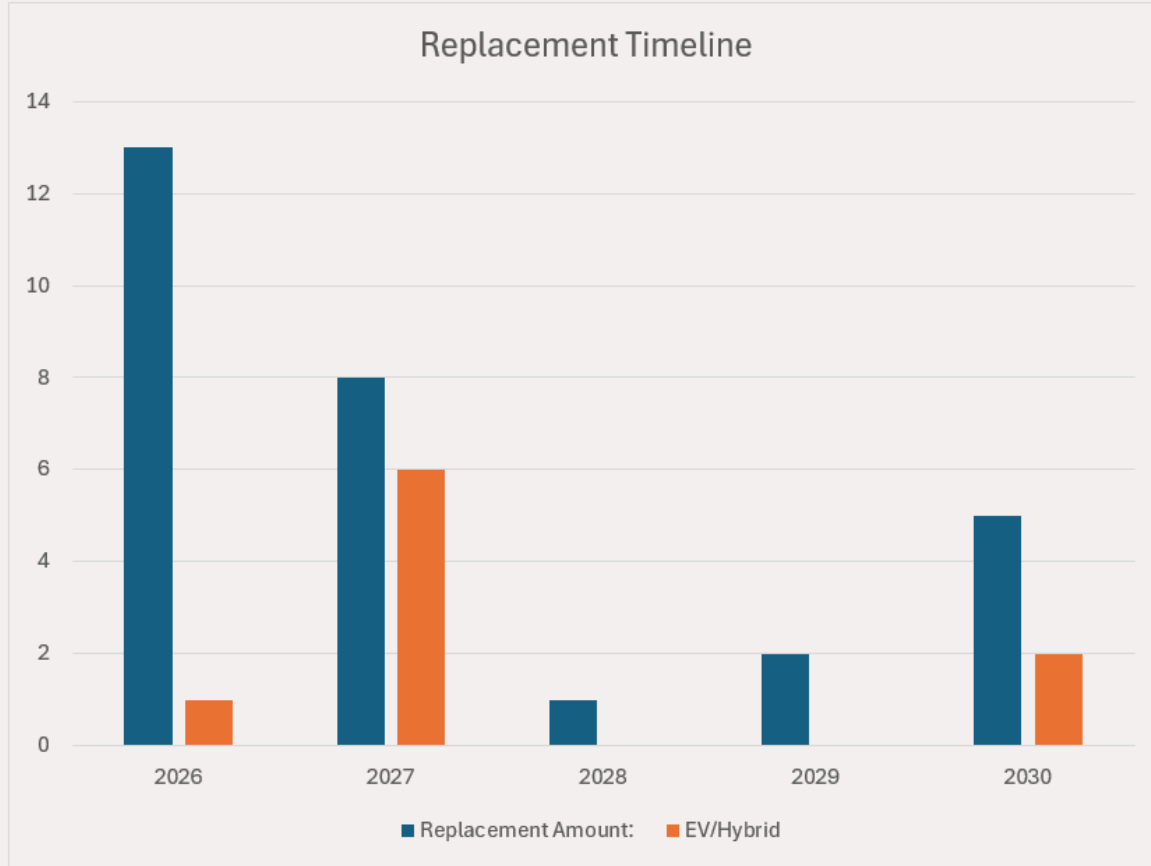
## 17 VEHICLES OLDER THAN 2016

- 46% OF TOTAL FLEET

## 23 VEHICLES OLDER THAN 2018

- 62% OF TOTAL FLEET

# ENTERPRISE FLEET MANAGEMENT RECOMMENDATION

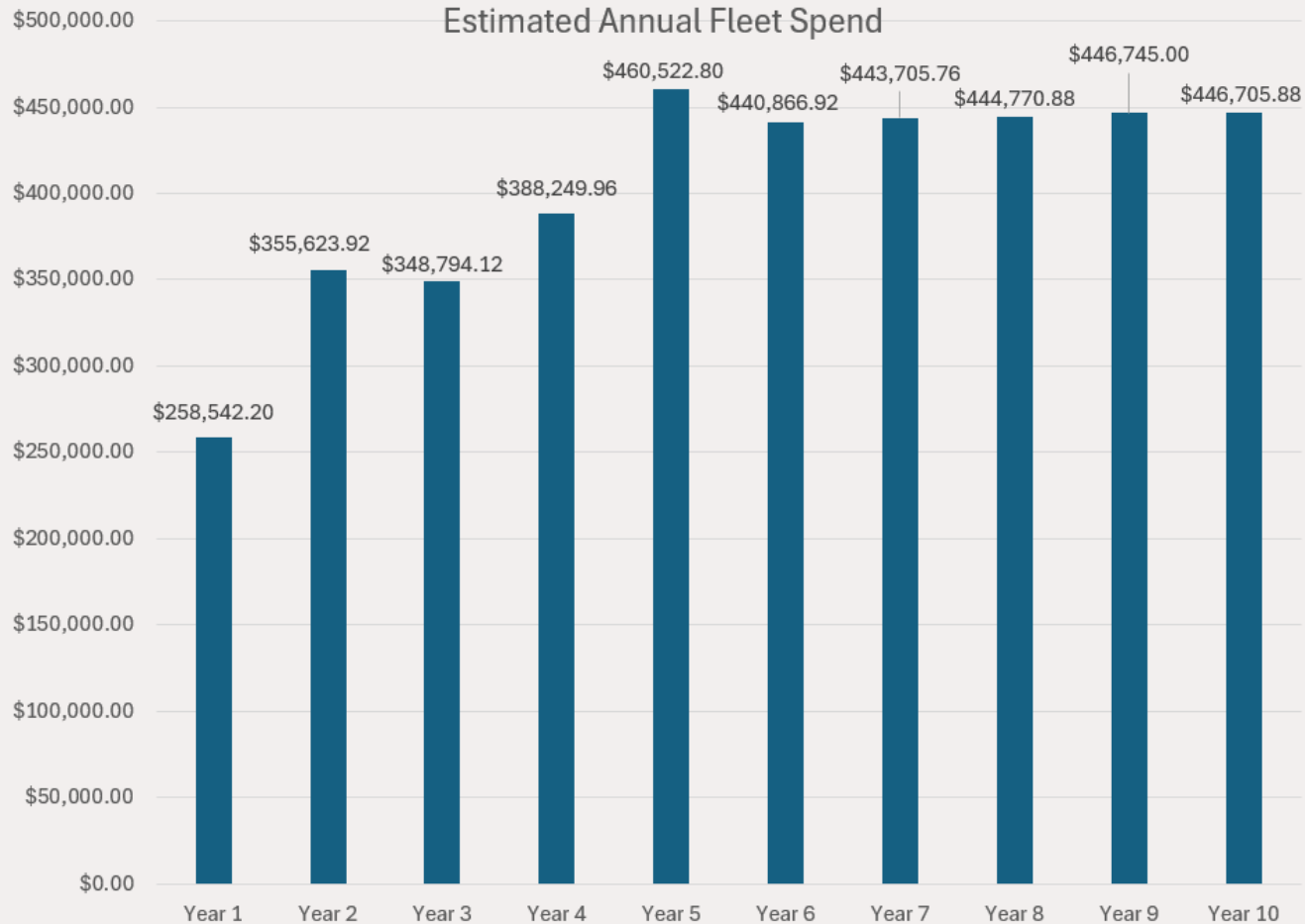


## Qualification for replacements

- 2026 – 13 vehicles 10 years or older
- 2027 – 8 vehicles 8 years or older
- 2028 – 1 vehicle 7 years or older
- 2029 – 2 vehicles 6 years or older
- 2030 – 5 vehicles 5 years or older

\*Every year we will look at what can be replaced with a hybrid or electric vehicles to help the city reach their goals.\*

# ENTERPRISE FLEET MANAGEMENT RECOMMENDATION CONTINUED



## Key Takeaways:

- Sustainability is maintained in Years 5–10, even when accounting for a 3% annual inflation rate.
- Provides a cost-effective pathway to transition from Internal Combustion Engine (ICE) vehicles to Electric Vehicles (EVs).
- Vehicle equity increases from an average of \$4,000 per vehicle in Years 1–5 to \$15,000 in Years 6–10.

# WHAT TO EXPECT – FIRST YEAR



## PARTNERSHIP BEGINS

- Set up credit line
- Order vehicles



## POST-IMPLEMENTATION

- Ancillary Rollout
- EFM Director to conduct relationship “Health Checks”
- 6-month client review meeting



## ANNUAL CLIENT REVIEW

- Fleet analysis expense summary
- Savings and efficiency opportunity exploration
- Next model year: fleet plan and development



MONTH 1

## IMPLEMENTATION MEETING

- Introduction to Account Team
- Formalize relationship expectations
- Launch company car policy
- Review customer website, invoice process, etc.



MONTH 9

## 9-MONTH PARTNERSHIP REVIEW

- Review vehicle sale results
- Manager to call to evaluate team performance
- Check program usage and overall satisfaction



An aerial photograph of a multi-lane highway interchange with several cars and a truck. The image is overlaid with a semi-transparent green filter. The word "QUESTIONS" is written in large, white, bold, sans-serif capital letters across the center of the image.

**QUESTIONS**

The logo for Enterprise Fleet Management, featuring a stylized white 'e' inside a green square, followed by the word "enterprise" in a white sans-serif font inside a black rectangular box.

**enterprise**

**FLEET MANAGEMENT**



# CITY OF SIERRA MADRE

## STAFF REPORT

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### POLICE DEPARTMENT

**DATE:** April 28, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Gustavo Barrientos, Police Chief  
By: Veronica Saucedo, Police Captain

**SUBJECT:** **Annual AB 481 Military Equipment Report and Renewal of Ordinance No. 1456 Military Equipment Use Policy**

---

#### **RECOMMENDATION**

It is recommended that the City Council approve the Annual Military Equipment Annual Report per SMPD Military Equipment Use policy Section 706, that have been updated per the guidelines of California Government Code § 7072 in compliance with Assembly Bill (AB) 481 and Ordinance No. 1456.

#### **SUMMARY**

On September 30, 2021, AB 481 was signed into law (codified as Chapter 12.8 of the California Government Code), requiring law enforcement agencies to have a military use policy approved by the City Council before requesting, seeking funding, acquiring, or using military equipment. AB 481 allows the governing body to approve the policy within its jurisdiction only if it determines that the military equipment meets specified standards.

On May 24, 2022, the City Council approved Ordinance No. 1456, approving SMPD Policy § 706: Military Equipment Funding, Acquisition, and Use. As required by AB 481 and the Ordinance, SMPD must annually prepare a report on the use of each type of military equipment approved under the policy over the last year. Subsequently, the City Council must then review the Ordinance, Policy, and Annual Report to determine whether the Department's use of military equipment in the past year complied with the Policy and whether to continue the Ordinance and Policy, take action (by ordinance) to modify the Policy or repeal the Ordinance.

#### **DISCUSSION & ANALYSIS**

As the Policy outlines, SMPD retains and employs limited military equipment to safeguard its community. SMPD officers, certified instructional staff, and specialized units receive training throughout the year on using military equipment approved under the policy. SMPD will submit its Military Equipment Annual Report to City Council after December 31st of every year. The attached annual report satisfies the reporting requirements outlined in California Government Code § 7072 and complies with AB 481.

California Government Code § 7072 requires law enforcement agencies to prepare a Military Equipment Report annually. The annual Military Equipment Report will contain the following:

- A summary of how the military equipment was used and the purpose of its use;
- A summary of any complaints or concerns received concerning the military equipment;
- The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response;
- The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing expenses, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report;
- The quantity possessed for each type of military equipment; and
- If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

The Sierra Madre Police Department (SMPD) policy, current inventory list, and 2025 Annual Report is available on the Department's website, posted publicly in accordance with Government Code section 7071 and SMPD Ordinance 1456.

The department prioritizes the tracking and deployment of equipment to ensure accountability and operational readiness. Expanding access to less-lethal tools will provide officers with safer alternatives and help reduce the risk of harm during encounters. Consistent, standardized training must be maintained to support proper use of these tools and reinforce best practices. Additionally, policies and procedures should be regularly reviewed and aligned with nationally recognized policing standards to promote professionalism, transparency, and community trust. Therefore, the military equipment use should be continued and consistently maintained to preserve operational integrity, support officer performance, and preserve public confidence.

### **STRATEGIC PLAN RELATIONSHIP**

This initiative directly supports Goal 2, enhancing and maintaining excellent police service through Strategy PS 2.2, which emphasizes maintaining industry-leading training practices within the Police Department. Efforts to track and deploy equipment strengthen accountability and operational readiness, while the expansion of less-lethal tools provides officers with safer alternatives that help reduce the risk of harm. Ongoing, standardized training ensures personnel remain proficient and aligned with best practices, and regular updates to policies and procedures keep operations consistent with nationally recognized policing standards.

### **ENVIRONMENTAL ANALYSIS**

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities

### **FISCAL IMPACT**

The fiscal impact associated with this initiative is minimal. The Police Department will utilize its existing budget to support equipment maintenance and provide required training to personnel. No additional funding is anticipated at this time, as current resources are sufficient to sustain these efforts.

Approved by:

A handwritten signature in black ink, appearing to read "Mike".

---

Michael Bruckner  
City Manager

**Attachments**

[Attachment 1 - Ordinance No. 1456](#)

[Attachment 2 - SMPD Military Equipment Policy](#)

[Attachment 3 - AB 481 Annual Report](#)

[Attachment 4 - AB 481 Presentation](#)

ORDINANCE NO. 1456

AN ORDINANCE OF THE CITY OF SIERRA MADRE,  
ADOPTING A POLICY FOR THE USE OF MILITARY  
EQUIPMENT BY THE SIERRA MADRE POLICE  
DEPARTMENT

RECITALS

**WHEREAS**, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 ("AB 481"), relating to the use of military equipment by law enforcement agencies;

**WHEREAS**, AB 481, codified as Government Code sections 7070 through 7075, requires law enforcement agencies to obtain approval from their governing body before requesting, funding, acquiring, using, or collaborating in the use of military equipment, as defined in Government Code section 7070;

**WHEREAS**, the City Council must adopt a Military Equipment Use Policy by ordinance at a regular meeting held pursuant to open meeting laws under Government Code section 7071, subdivision (a)(1);

**WHEREAS**, the City Council must make specific findings before approving a Military Equipment Use Policy under Government Code section 7071, subdivision (d)(1);

**WHEREAS**, the Sierra Madre Police Department's proposed Military Equipment Use Policy ("Policy") is attached hereto as Exhibit A and is incorporated herein by reference;

**WHEREAS**, the Policy was published on the Sierra Madre Police Department's internet website on April 9, 2022, more than 30 days before the Policy was considered at a public hearing before the City Council on May 10th, 2022, pursuant to Government Code section 7071, subdivision (b); and

**WHEREAS**, the Policy meets the requirements of California Government Code section 7070, subdivision (d).

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

**SECTION 1. Recitals.** The Recitals above are true and correct and incorporated herein by this reference.

**SECTION 2. Adoption.** The City Council adopts the Policy attached hereto as Exhibit A.

**SECTION 3. Findings.** The City Council finds as follows:

A. The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

B. The proposed Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

C. If purchasing the equipment, the equipment is reasonably cost-effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

D. Prior military equipment use complied with the Policy that was in effect at the time, or if prior uses did not comply with the accompanying Policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

**SECTION 4. Implementation.** The City Council authorizes the Sierra Madre Chief of Police to designate a Military Equipment Coordinator to implement the Policy.

**SECTION 5. CEQA.** This proposed ordinance has been reviewed with respect to applicability of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 et seq.). The ordinance is not a project under CEQA Guidelines Section 15378 because it involves administrative activities that will not result in direct or indirect physical changes in the environment.

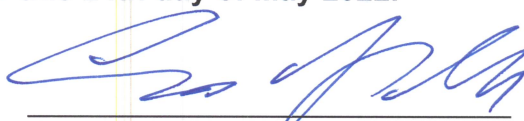
**SECTION 6. Review.** Pursuant to Government Code section 7072, the Sierra Madre Police Department is directed to submit an annual military equipment report for each type of military equipment approved by the City Council within one year of the effective date of this Ordinance, and annually thereafter for as long as the military equipment is available for use.

**SECTION 7. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this ordinance or any part thereof is for any reason held to be unconstitutional or invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of South Pasadena hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective.

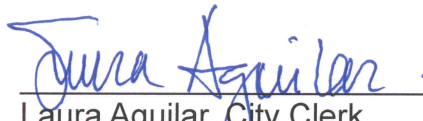
**SECTION 8. Publication.** The City Clerk shall cause Ordinance 1456 to be published or posted in accordance with California Government Code Section 36933. She shall certify to the adoption of this Ordinance and her certification, together with proof of the publication, will be entered in the book of Ordinances of the City Council.

**SECTION 9. Effective Date.** Ordinance 1456 shall take effect thirty days after its adoption pursuant to California Government Code Section 36937.

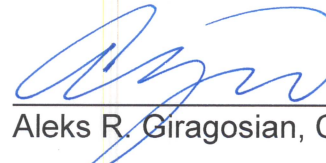
**PASSED, APPROVED, AND ADOPTED this 24th day of May 2022.**

  
Gene Goss, Mayor

**ATTEST:**

  
Laura Aguilar, City Clerk

**APPROVED AS TO FORM:**

  
Aleks R. Giragosian, City Attorney

**I HEREBY CERTIFY** that the foregoing ordinance was introduced by first reading on the 10th day of May 2022 and duly adopted by the City Council of the City of Sierra Madre, California, at a regular meeting held on the 24th day of May 2022 by the following vote:

**AYES:** MAYOR GENE GOSS, MAYOR PROTEM EDWARD GARCIA, COUNCIL MEMBER RACHELLE ARIZMENDI, COUNCIL MEMBER KELLY KRIEBS, COUNCIL MEMBER ROBERT PARKHURST

**NOES:** NONE

**ABSENT:** NONE

**ABSTAINED:** NONE

# Military Equipment

## 706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

### 706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

**Governing body** – The elected or appointed body that oversees the Department.

**Military equipment** – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

# Sierra Madre Police Department

Sierra Madre Police Department Policy Manual

## *Military Equipment*

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### **706.2 POLICY**

It is the policy of the Sierra Madre Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

### **706.3 MILITARY EQUIPMENT COORDINATOR**

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Sierra Madre Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
  1. Publicizing the details of the meeting.
  2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

### **706.4 MILITARY EQUIPMENT INVENTORY**

The following constitutes a list of qualifying equipment for the Department:

[See attachment: AB 481 Military Equipment - Annual Report.pdf](#)

#### **706.4.1 MILITARY EQUIPMENT INVENTORY REPLENISHMENT**

The inventory of certain items of consumable "military equipment" (i.e., ammunition, diversionary devices, chemical agents, etc.) can fluctuate throughout the year. This can be due to operational usage, training, operational wear, and/or manufacturer-recommended replacement guidelines. While the Department strives to provide accuracy in its inventory reporting as prescribed by law, the quantities listed in the inventory reflect approximations of certain consumable items of "military equipment" at the time. By the adoption of the ordinance approving this procedure, the City Council

# Sierra Madre Police Department

Sierra Madre Police Department Policy Manual

## *Military Equipment*

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hereby approves additional purchases of any item listed in this inventory as needed to meet the Department's operational needs, to be reported on each year's annual report.

### **706.5 APPROVAL**

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

### **706.6 COORDINATION WITH OTHER JURISDICTIONS**

The Sierra Madre Police Department provides law enforcement services to the City of Sierra Madre and provides mutual aid countywide.

The Sierra Madre Police Department works in conjunction with the Foothill Special Enforcement Team (FSET/SWAT), the Foothill Air Support Team (FAST), Internet Crimes Against Children (ICAC) Task Force and may enter into an agreement with a joint task force to provide services to the City of Sierra Madre. This is done under the guidance of an approved and consolidated Memorandum of Understanding between the entities.

Military equipment used by any member of this Department shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions providing mutual aid to this Department, or otherwise engaged in law enforcement operations in this jurisdiction, shall comply with their respective military equipment use policies in rendering mutual aid.

# Sierra Madre Police Department

Sierra Madre Police Department Policy Manual

## *Military Equipment*

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### **706.7 USE IN EXIGENT CIRCUMSTANCES**

In exigent circumstances and with the approval of the Chief of Police or their designee, the Police Department may acquire, borrow and/or use Military Equipment from a neighboring law enforcement entity that is not included in the Military Equipment Use Policy. If the Police Department acquires, borrows, and/or uses Military Equipment in exigent circumstances, in accordance with this section, it must take all of the following actions

- Provide written notice of that acquisition or use to the City Council within 30 days following the commencement of such Exigent Circumstance, unless such information is confidential or privileged under local, state, or federal law.
- If it is anticipated that the use will continue beyond the Exigent Circumstance, submit a proposed amended Military Equipment Use Policy to the City Council within 90 days following the borrowing, acquisition, and/or use, and receive approval applicable from the City Council.
- Include the Military Equipment in the Police Department's next annual Military Equipment Report.

### **706.8 ANNUAL REPORT**

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

### **706.9 COMMUNITY ENGAGEMENT**

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

### **706.10 COMPLAINT PROCEDURE**

Pursuant to California Government Code §7071(d)(6), members of the public may register complaints, concerns, or submit questions about the use of each specific type of Military Equipment in this policy by any of the following means:

- (a) Via email to: [Military Equipment Coordinator](#)
- (b) Via mail sent to: Sierra Madre Police Department, Attn: Military Equipment Coordinator, 242 W. Sierra Madre Blvd, Sierra Madre, CA, 91024

# Sierra Madre Police Department

Sierra Madre Police Department Policy Manual

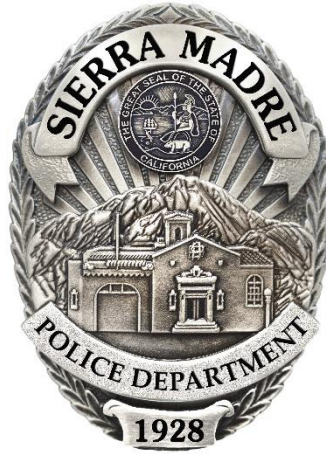
## *Military Equipment*

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The Sierra Madre Police Department is committed to responding to complaints, concerns, and/or questions regarding its Military Equipment in a timely manner.

## Attachments

## **AB 481 Military Equipment - Annual Report.pdf**



# SIERRA MADRE POLICE DEPARTMENT

**2024-2025 Annual Military Equipment Report**

**Assembly Bill 481**

(CA Government Code § 7072; Sierra Madre Ordinance No. 1456)



## INTRODUCTION

On September 30, 2021, the Governor of the State of California approved Assembly Bill (AB) 481 (codified as Chapter 12.8 of the California Government Code), requiring law enforcement agencies such as the Sierra Madre Police Department (SMPD) to have a military use policy approved by the City Council before requesting, seeking funding, acquiring or using military equipment. AB 481 allows the governing body to approve the policy within its jurisdiction only if it determines that the military equipment meets specified standards.

On May 24, 2022, the City Council approved Ordinance 1456, approving SMPD Policy § 706: Military Equipment Funding, Acquisition, and Use. As required by AB 481 and the Ordinance, SMPD must prepare a report annually on the use of each type of military equipment approved in the policy over the last year. Subsequently, the City Council must then review the Ordinance, Policy, and Annual Report to determine whether the Department's use of military equipment in the past year complied with the policy and whether to continue the Ordinance and Policy, take action (by ordinance) to modify the policy or repeal the ordinance. The policy and inventory list are located on the Sierra Madre Police Department's website.

As the policy outlines, SMPD retains and employs limited military equipment to safeguard its community. SMPD officers, certified instructional staff, and specialized units receive training throughout the year on using military equipment approved under the policy.

California Government Code § 7072 requires law enforcement agencies to prepare a Military Equipment Report annually. The annual Military Equipment Report will contain the following:

- A summary of how the military equipment was used and the purpose of its use;
- A summary of any complaints or concerns received concerning the military equipment;
- The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response;
- The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing expenses, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report;
- The quantity possessed for each type of military equipment; and
- If the law enforcement agency intends to acquire additional military equipment in the next year, the amount sought for every kind of military equipment.

This annual Military Equipment Report satisfies the reporting requirements outlined in California Government Code § 7072 and compliance with AB 481. The Department submits its Military Equipment Annual Report to the City Council every year after December 31.

Any complaints, concerns, or questions related to Military Equipment utilization can be through any of the below methods:

- Email: [militaryequipment@cityofsierramadre.com](mailto:militaryequipment@cityofsierramadre.com)
- Mail: Sierra Madre Police Department,  
Attn: Military Equipment Coordinator,  
242 W. Sierra Madre Blvd,  
Sierra Madre, CA, 91024

## DEFINITIONS





Pursuant to AB 481, the following definitions are applicable only to the Department's current military equipment inventory and potential future military equipment acquisitions for operational needs. For a more detailed list, refer to Government Code section 7070 for "military equipment" as defined within the Assembly Bill.


Definitions of Military Equipment established by California Government Code §7070; SMPD utilizes a limited number of the resources listed below:

1. Unmanned, remotely piloted, powered aerial or ground vehicles
2. Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers
3. High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached
4. Tracked armored vehicles that provide ballistic protection to their occupants
5. Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units
6. Weaponized aircraft, vessels, vehicles, or any kind
7. Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram
8. Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition
9. Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code §30510 and Penal Code §30515, with the exception of standard-issue firearms
10. Any firearm or firearm accessory that is designed to launch explosive projectiles
11. Noise-flash diversionary devices and explosive breaching tools
12. Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray
13. Taser Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs)
14. Kinetic energy weapons and munitions (e.g., 40MM launcher, bean bag shotgun, foam-tipped projectiles)
15. Any other equipment determined by a governing body or a state agency to require additional oversight.


## DEPARTMENT INVENTORY


The following is a summary of the Military Equipment owned and maintained by the Sierra Madre Police Department as defined by California Government Code §7070 and §7071:


Item	Quantity Owned	Gov't Code Subsection
<p><b>Remington 870 Less Lethal Shotgun</b></p>  A Remington 870 Less Lethal Shotgun with a yellow and black handle and a black barrel, lying on a wooden surface. A small yellow and black component is also visible next to it.	6	<b>7070(c)(14)</b>
<p><b>40mm Less Lethal Launcher</b></p>  A 40mm Less Lethal Launcher, a black handgun-style launcher, lying on a wooden surface. A black pouch containing blue and white rounds is also visible next to it.	3	<b>7070(c)(14)</b>
<p><b>PepperBall Tactical Launcher</b></p>  A PepperBall Tactical Launcher, a black handgun-style launcher, lying on a wooden surface. A black pouch and a white paper with red and blue dots are also visible next to it.	2	<b>7070(c)(12)</b>
<p><b>Daniel Defense MK-18</b></p>  A Daniel Defense MK-18, a black assault rifle, lying on a wooden surface.	3	<b>7070(c)(10)</b>

<p><b>Smith &amp; Wesson M&amp;P</b></p> 	<p><b>6</b></p>	<p><b>7070(c)(10)</b></p>
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<b>Item</b>	<b>Quantity Owned</b>	<b>Gov't Code Subsection</b>
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<p><b>Autel Evo II Dual UAS</b></p> 	<p><b>1</b></p>	<p><b>7070(c)(1)</b></p>
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<p><b>Autel EVO II Pro 6K UAS</b></p> 	<p><b>1</b></p>	<p><b>7070(c)(1)</b></p>
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<p><b>Autel EVO II Nano+ UAS</b></p> 	<p><b>1</b></p>	<p><b>7070(c)(1)</b></p>
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## DEPARTMENT INVENTORY

<b>EQUIPMENT OWNED BY THE SIERRA MADRE POLICE DEPARTMENT GOVERNMENT CODE § 7070(c)(14)</b>	
<b>Description</b>	<b>Remington 870 Shotgun and Kinetic Energy Munitions</b>
<b>Quantity</b>	6
<b>Capabilities</b>	The shotgun Less Lethal platform can fire the Defense Technologies Drag Stabilized Beanbag munitions, which are fiber bean bag projectiles.
<b>Expected Lifespan</b>	15-20 years Shotgun / 5 years Beanbag Munition
<b>Manufacturer's Description</b>	This shotgun is a U.S.-made pump-action shotgun. The stock and fore grip is comprised of fiberglass-reinforced polymer with a rubber over-molding. The Remington Shotgun is milled from a single block of steel.
<b>Purpose(s) Authorized Use</b>	The shotgun Less Lethal platform and Kinetic Energy Munitions are intended for use as a less-lethal use-of-force option.
<b>Initial Cost</b>	\$0
<b>Annual Cost</b>	<b>\$700</b> (includes fiber bean bag projectiles)
<b>Legal</b>	All applicable State, Federal, and Local laws governing police use of force
<b>Procedural</b>	Policy § 300 – Use of Force, 303 – Control Devices and Techniques, 706-Military Equipment
<b>Required Training</b>	Four hours of initial training and four hours every year (includes qualification)
<b>Other</b>	
<b>Government Code Section § 7072 – Annual Report: Remington 870 Shotgun and Kinetic Energy Munitions</b>	
<b>Summary of how the military equipment was used and the purpose of its use</b>	This equipment is used in situations where a subject is armed with a weapon or a situation that requires a less-lethal option to be deployed. The less-lethal munitions are used to disarm individuals from a safe distance.  This equipment was deployed but has yet to be used in different incidents.
<b>Complaints or Concerns</b>	SMPD did not receive any complaints or concerns
<b>Audits, Violations, Actions</b>	There were no violations of any audits, deployment, or policies.
<b>Total Annual Cost:</b>	<b>Acquisition: \$0</b> <b>Training: \$500</b> <b>Others: \$0</b> <b>Funding Source: Police Department Budget</b>
<b>Quantity:</b>	6
<b>Intention to acquire more:</b>	No
<b>Note</b>	
<b>EQUIPMENT OWNED BY THE SIERRA MADRE POLICE DEPARTMENT GOVERNMENT CODE § 7070(c)(14)</b>	
<b>Description</b>	<b>40mm Less Lethal Launchers and Kinetic Energy Munitions</b>
<b>Quantity</b>	3

<b>Capabilities</b>	The 40mm Less Lethal Single shot Launcher can fire 40mm Kinetic Energy Munitions, known as sponge projectiles.
<b>Expected Lifespan</b>	15-20 years
<b>Manufacturer's Description</b>	Defense Technology Tactical LMT 40mm is a single shot launcher with an expandable Rogers Super Stock and adjustable Integrated Front Grip (IFG) with light rail, Ambidextrous Lateral Sling Mount (LSM), and QD mounting systems. The Defense Technology Tactical LMT 40mm will fire a standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. The Picatinny Rail Mounting System will accept various enhanced optics/sighting systems.
<b>Purpose(s) Authorized Use</b>	The 40mm Less Lethal Launchers and Kinetic Energy Munitions are intended for use as a less-lethal use-of-force option.
<b>Initial Cost</b>	\$ 1,800 each
<b>Annual Cost</b>	\$ 550 (includes sponge projectiles for training)
<b>Legal</b>	All applicable State, Federal, and Local laws governing police use of force
<b>Procedural</b>	Policy § 300 – Use of Force, 309 - 40MM Less Lethal Launcher Guidelines, 706- Military Equipment
<b>Required Training</b>	Four hours of initial training and four hours every year (includes qualification)
<b>Other</b>	The Department purchased two 40MM launchers and 25 sponge rounds.

**Government Code Section § 7072 – Annual Report:  
40mm Less Lethal Launchers and Kinetic Energy Munitions**

<b>Summary of how the military equipment was used and the purpose of its use</b>	This equipment is used in situations where a subject is armed with a weapon or a situation that requires a less-lethal option to be deployed. The less lethal munitions are used to disarm individuals from a safe distance.  This equipment was deployed but has yet to be used in different incidents.
<b>Complaints or Concerns</b>	SMPD did not receive any complaints or concerns
<b>Audits, Violations, Actions</b>	There were no violations of any audits, deployment, or policies.
<b>Total Annual Cost:</b>	<b>Acquisition: \$3,500</b> (Two additional 40MM launcher and sponge rounds) <b>Training: \$500</b> <b>Others: \$0</b> <b>Funding Source: Police Department Budget</b>
<b>Quantity:</b>	4 (with the acquisition noted above)
<b>Intention to acquire more:</b>	Yes
<b>Note</b>	

**EQUIPMENT OWNED BY THE SIERRA MADRE POLICE DEPARTMENT  
GOVERNMENT CODE § 7070(c)(12)**

<b>Description</b>	<b>PepperBall Full Tactical Carbine (FTC) Launcher and Pava (OC) Projectiles</b>
<b>Quantity</b>	2
<b>Capabilities</b>	The PepperBall FTC launcher can fire paintball-sized kinetic energy munition filled with an oleoresin capsicum powder mixture.

<b>Expected Lifespan</b>	15-20 years
<b>Manufacturer's Description</b>	<ul style="list-style-type: none"> <li> <b>PepperBall FTC Launcher:</b>            The PepperBall FTC launcher, with its simple-to-operate controls, functions in semiautomatic mode only and is supplied with an adapter so it can be deployed in a bottle-forward or bottle-rearward configuration. The hopper can hold up to 180-round pepper ball projectiles. The PepperBall FTC can utilize an electronic or gravity feed hopper and exhibits a profile that is distinct to officers and the public. The FTC utilizes a 0.68 caliber projectile with a maximum distance of 150 feet. The FTC has a height of 13in/33cm and a length of 8.5in/21.6cm (without tank) with an overall weight of 2.95 lbs.         </li> <li> <b>PepperBall Live Pava (OC) Powder Projectiles:</b>            The classic .68 caliber PepperBall projectiles contains 2% PAVA and is excellent for direct impact and area saturation, especially in confined interior spaces. Ultrasonically welded, 100% waterproof, and non-flammable.         </li> </ul>
<b>Purpose(s) Authorized Use</b>	The PepperBall FTC and Pava (OC) Powder Projectiles are intended to be a less-lethal use-of-force option.
<b>Initial Cost</b>	\$ 0
<b>Annual Cost</b>	<b>\$ 300</b>
<b>Legal</b>	All applicable State, Federal, and Local laws governing police use of force
<b>Procedural</b>	Policy § 300 – Use of Force, 303 – Control Devices and Techniques, 706 - Military Equipment
<b>Required Training</b>	Two (2) hours of initial training and (2) hours every two (2) years
<b>Other</b>	None
<b>Government Code Section § 7072 – Annual Report:</b>	
<b>PepperBall Full Tactical Carbine (FTC) Launcher and Pava (OC) Projectiles</b>	
<b>Summary of how the military equipment was used and the purpose of its use</b>	<p>This equipment is used in situations where a subject is armed with a weapon, a situation that requires a less-lethal option to be deployed, or used to disperse animals. The less lethal munitions are used to disarm individuals from a safe distance.</p> <p>This equipment was deployed but mainly used to disperse bears. It was not used on a person.</p>
<b>Complaints or Concerns</b>	SMPD did not receive any complaints or concerns
<b>Audits, Violations, Actions</b>	There were no violations of any audits, deployment, or policies.
<b>Total Annual Cost:</b>	<b>Acquisition: \$0</b> <b>Training: \$300</b> <b>Others: \$0</b> <b>Funding Source: Police Department Budget</b>
<b>Quantity:</b>	2

Intention to acquire more:	None
<b>EQUIPMENT OWNED BY THE SIERRA MADRE POLICE DEPARTMENT GOVERNMENT CODE § 7070(c)(1)</b>	
<b>Description</b>	<b>Unmanned Aerial System (UAS), remotely piloted, powered aircraft</b>
<b>Quantity</b>	Total of 3 UAS: <ol style="list-style-type: none"> <li>1. Autel EVO II Dual</li> <li>2. Autel EVO II Pro 6K</li> <li>3. Autel EVO II Nano+</li> </ol>
<b>Capabilities</b>	UAS can be remotely navigated to provide scene information and intelligence through video and still images transmitted to first responders.
<b>Expected Lifespan</b>	5-10 years
<b>Manufacturer's Description</b>	<ol style="list-style-type: none"> <li>1. The <b>Autel EVO II</b> drone provides hi-end specifications and abilities well beyond videography and photography. The 7100mAh battery lets it fly for up to 40 minutes at a time, the motors can fly in Ludicrous Speed mode at up to 44.8 mph, and you can transmit HD footage back to the controller's 3.3" OLED screen from up to 5.6 miles away. While flying and tracking, 12-sensor omnidirectional obstacle avoidance is coupled with a dual-core processor and AI machine learning to let the EVO II navigate itself around the environment safely, while still getting the shot.</li> <li>2. The <b>Autel EVO II Pro 6K</b> drone provides hi-end specifications and abilities well beyond videography and photography. The 7100mAh battery lets it fly for up to 40 minutes at a time, the motors can fly in Ludicrous Speed mode at up to 44.8 mph, and you can transmit HD footage back to the controller's 3.3" OLED screen from up to 5.6 miles away. While flying and tracking, 12-sensor omnidirectional obstacle avoidance is coupled with a dual-core processor and AI machine learning to let the EVO II Pro 6K navigate itself around the environment safely, while still getting the shot.</li> <li>3. The <b>Autel EVO II Nano+</b> drone has a 1/1.28-inch CMOS sensor for 50MP photos. The Nano+ offers superior noise reduction capabilities and the power to effortlessly produce quality images in low-light conditions thanks to its RYYB color filter array design with a large fixed aperture of f/1.9. Track fast-moving subjects with incredible precision through a PDAF + CDAF autofocus system. Squeeze rich detail from shadows and highlights no matter how extreme the lighting conditions using HDR mode, which rapidly snaps several photos at different exposures so they can be stitched together in post-production.</li> </ol>
<b>Purpose(s) Authorized Use</b>	UAS may be used in any way that supports the SMPD mission to protect lives and property when not otherwise prohibited by policy or statute. This may include but is not limited to, search and rescue operations, documentation of crimes or accident scenes, documentation of wildlife emergencies or natural disasters, monitoring hazards, suspect apprehension, scene security, crisis communications, emergency calls for service, tactical operations, legally authorized surveillance, or other uses.

<b>Initial Cost</b>	<ol style="list-style-type: none"> <li>1. Autel EVO II / \$12,000.00</li> <li>2. Autel EVO II Pro 6K / \$2,500.00</li> <li>3. Autel EVO II Nano+ / \$2,100.00</li> </ol>
<b>Annual Cost</b>	\$0
<b>Legal</b>	All applicable State, Federal, and Local laws governing police use of force
<b>Procedural</b>	Policy § 609 - Unmanned Aerial Systems (UAS) Operation and 706 - Military Equipment
<b>Required Training</b>	All UAS/Drone operators shall complete training and certification to receive an FAA Remote Pilot License and any training required by the Sierra Madre Police Department in the care, use, or management of the UAS/Drone.
<b>Other</b>	

**Government Code Section § 7072 – Annual Report:  
Unmanned, remotely piloted, powered aerial and ground vehicles**

<b>Summary of how the military equipment was used and the purpose of its use</b>	To enhance the safety of potentially dangerous situations by providing first responders with the ability to monitor the video feed from the equipment camera in hazardous conditions before, or in lieu of, sending in personnel. Remotely piloted ground vehicles may be used to investigate and mitigate potential explosive devices.
<b>Complaints or Concerns</b>	SMPD did not receive any complaints or concerns
<b>Audits, Violations, Actions</b>	There were no violations of any audits, deployment, or policies.
<b>Total Annual Cost:</b>	<b>Acquisition:</b> \$0 <b>Training:</b> \$0 <b>Others:</b> \$0 <b>Funding Source:</b> Police Department Budget <b>The total impact under this heading for fiscal year 2024-2025 was zero.</b>
<b>Quantity:</b>	3
<b>Intention to acquire more:</b>	SMPD will look to replace the Autel EVO II Nano+ within the next two (2) years with an updated version of the equipment that would provide a better ability to be used indoors and in extreme weather conditions.

**EQUIPMENT OWNED BY THE SIERRA MADRE POLICE DEPARTMENT  
GOVERNMENT CODE § 7070(c)(10)**

**Government Code Section § 7072 – Annual Report:  
Daniel Defense MK18 With Mil Spec Trigger Model #02-088-07327**

<b>Summary of how the military equipment was used and the purpose of its use</b>	The MK18 carbine rifle is the primary duty weapon system for the Foothill Special Enforcement Team (FSET) and will be deployed as part of their missions and training. The weapon system offers a combination of mobility, customization, accuracy, reliability, and ease of use, making it well-suited for the diverse and demanding nature of FSET missions and training.
<b>Complaints or Concerns</b>	SMPD did not receive any complaints or concerns
<b>Audits, Violations, Actions</b>	There were no violations of any audits, deployment, or policies.
<b>Total Annual Cost:</b>	<b>Acquisition:</b> \$0

	<b>Training: \$2,000</b> <b>Others: \$0</b> <b>Funding Source: Police Department Budget</b>
<b>Quantity:</b>	3
<b>Intention to acquire more:</b>	None
<b>Description</b>	<b>Specialized Firearms and Ammunition of Less Than .50 Caliber</b>
<b>Quantity</b>	3
<b>Capabilities</b>	The MK18 rifle is a versatile and widely used firearm, particularly favored for close-quarters operations (CQO) due to its compact size, lightweight, and customization options. Its design allows for effective maneuverability in tight spaces where longer and bulkier rifles would be impractical.
<b>Expected Lifespan</b>	15-20 years
<b>Manufacturer's Description</b>	Daniel Defense MK18 With Mil Spec Trigger Model #02-088-07327 The MK18 AR15 style firearm is unmatched in size, weight, and performance, and features the picatinny quad rail Daniel Defense provides to USSOCOM. The RIS II picatinny quad rail features a Bolt-Up System that has been rigorously tested prior to fielding by USSOCOM. The 10.3 inch Cold Hammer Forged barrel is the same length in use for the MK18 upper most commonly used for CQB operations. The independently ambi GRIP-N-RIP Charging Handle accommodates left- and right-handed shooters. This rifle also comes with the ergonomic Daniel Defense Buttstock and Pistol Grip.
<b>Purpose(s) Authorized Use</b>	This equipment is the primary rifle for personnel assigned to the Foothill Special Enforcement Team (FSET). Only officers who have completed an approved training are permitted to deploy this equipment.
<b>Initial Cost</b>	<b>\$ 8,574;</b> this included the following: <ul style="list-style-type: none"> <li>• Daniel Defense MK18 With Mil Spec Trigger Model #02-088-07327 rifle</li> <li>• Aimpoint RDS Duty Rifle Red Dot 2 MOA with 39MM TNP mount</li> <li>• Surefire Scout Light Pro with MLOK mount</li> <li>• Surefire Scout Light remote pressure switch</li> <li>• VTAC 2-point sling</li> <li>• Magpul QD sling attachment</li> </ul> The cost of ammunition for training and operations in Fiscal Year 2024-2025 is \$2,000.
<b>Annual Cost</b>	<b>\$ 2,000</b>
<b>Legal</b>	All applicable State, Federal, and Local laws governing police use of force
<b>Procedural</b>	All applicable local, state, and federal laws, rules, and regulations governing the use of firearms and any such agency policies
<b>Required Training</b>	All persons qualified to use and assigned to carry the Daniel Defense MK18 or other rifles designated under California Penal Code §33220(b) undergo a California POST Approved course as well as regular departmental firearms training, and qualifications as specified by law, POST regulations, and department policy.

<b>Other</b>	Personnel are trained in the safe, appropriate use of the Daniel Defense MK18 rifle and are issued it. The training includes the minimum standards established by California Penal Code §33220(b) and the firearm training standards set by FSET. Those training days will be planned and overseen by POST Certified Range Instructors assigned to FSET and annual qualifications with the Danile Defense MK18.
<b>EQUIPMENT OWNED BY THE SIERRA MADRE POLICE DEPARTMENT GOVERNMENT CODE § 7070(c)(10)</b>	
<b>Government Code Section § 7072 – Annual Report: Smith and Wesson M&amp;P 15 Rifle</b>	
<b>Summary of how the military equipment was used and the purpose of its use</b>	May be deployed by officers trained in its operation under any circumstances in which deadly force is justified and deemed necessary and reasonable under local, state, and federal law.
<b>Complaints or Concerns</b>	None.
<b>Audits, Violations, Actions</b>	None.
<b>Total Annual Cost:</b>	<b>Training: \$3,000</b>
<b>Description</b>	<b>Specialized Firearms and Ammunition of Less Than .50 Caliber</b>
<b>Quantity</b>	6
<b>Capabilities</b>	Provides precision fire to a threat at greater accuracy and greater distances than that of a handgun.
<b>Expected Lifespan</b>	15-20 years
<b>Manufacturer's Description</b>	Smith and Wesson M&P 15 rifle M&P15 Rifles are the ideal modern sporting rifle. Built to perform multiple uses under various conditions, M&P15 Rifles are as versatile as they are reliable. Engineered for a wide variety of recreational, sport shooting and professional applications, M&P15 Rifles are easy to accessorize, but hard to put down. M&P15 Rifles are lightweight and rugged embodying the best combination of function and form.
<b>Purpose(s) Authorized Use</b>	Only officers who have completed an approved training are permitted to deploy this equipment.
<b>Initial Cost</b>	These items were purchased over a decade ago. The initial cost to acquire these items was approximately \$5,040.00. However, the total impact under this heading for fiscal year 2024-2025 was zero.
<b>Annual Cost</b>	<b>\$ 3,000</b>
<b>Legal</b>	All applicable State, Federal, and Local laws governing police use of force
<b>Procedural</b>	All applicable local, state, and federal laws, rules, and regulations governing the use of firearms and any such agency policies
<b>Required Training</b>	All persons qualified to use and assigned to carry the Smith and Wesson M&P 15 Rifle or other rifles designated under California Penal Code §33220(b)

	undergo a California POST Approved course as well as regular departmental firearms training, and qualifications as specified by law, POST regulations, and department policy.
<b>Other</b>	All of the items sought under this heading are meant solely to replenish/ replace the supply so used, to replace due to lifespan, address identified shortages in prior inventory, and to maintain a total inventory at minimum serviceable levels
<b>Quantity:</b>	6
<b>Intention to acquire more:</b>	The lifespan on these items are near exhaustion and the Agency will seek to replenish items that expired, address identified shortages in prior inventory, and to maintain a total inventory at minimum serviceable levels.

### **EQUIPMENT ACQUISITION REQUEST**

For the 2025-2026 fiscal year, the Sierra Madre Police Department projects the purchase of ammunition for 40MM, Pepper Ball, and ten Colt M4 Enhanced Patrol Rifles to replenish inventory due to training and critical incident use. The estimated purchase price for this equipment is approximately \$18,000.

#### Operating Costs:

The operating costs associated with this equipment include:

- Acquisition Costs: Initial purchase price of the ammunition and equipment.
- Personnel Time: Man-hours required for training and operational deployment.
- Training Facilities: Costs for utilizing training facilities.
- Transportation/Storage: Expenses related to transporting and storing the equipment.
- Equipment Upgrades: Periodic upgrades and maintenance of the equipment.
- Ongoing Expenses: Any other recurring costs associated with the equipment's use and upkeep.

These costs are budgeted within the Department's approved operating budget for FY 24-25, ensuring that the necessary resources are allocated for the effective and efficient use of the equipment throughout the year.

### **CONCLUSION**

This report reaffirms the Sierra Madre Police Department's dedication to transparency, accountability, and service excellence. By equipping our personnel with advanced tools and comprehensive training, we enhance our ability to protect and serve the community effectively. The outlined equipment and resources ensure that our officers are prepared to handle various situations professionally and precisely.

Our commitment to compliance with California State law and continuous improvement in our practices reflects our dedication to maintaining the highest law enforcement standards. The transparency and information provided in this report are essential to fostering trust and collaboration with our community and elected officials.

In conclusion, the Sierra Madre Police Department remains steadfast in its mission to ensure community safety and to deliver the highest quality service through dedication, teamwork, and partnerships. The resources detailed in this report are integral to achieving our goals and upholding our commitment to the Sierra Madre community.



# City of Sierra Madre Police Department

April 15, 2025

**SUBJECT: Notification to Civilian Governing Body and Local Community**

On May 25, 2022, Presidential Executive Order (EO) 14074 “Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety” was signed.

In accordance with EO 14074 (Section 12), State, Tribal, local, and Territorial Law Enforcement agencies (LEAs) must:

- 1) Notify their Civilian Governing Body (CGB) (*i.e.*, *City Council, County Government or other local governing body*) of its intent to request property from Federal sources (to include Federal funds or grants).
- 2) Notify the Local Community of its request for property transfers, purchases from Federal funds, agencies or subcontractors (including existing transfer contracts or grants).

The Sierra Madre Police Department may request the below controlled property items from the Law Enforcement Support Office (LESO), or other Federal source listed on Attachment A.

Pursuant to EO 14074 (Section 12), this memo fulfills the requirement to notify the Civilian Governing Body (CGB) and Local Community of my agency’s intent to request the controlled property items identified in the list above.

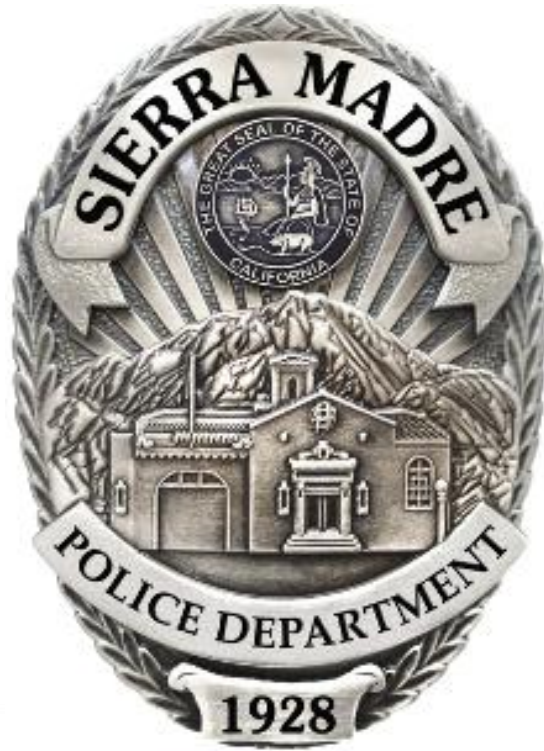
Gustavo E. Barrientos  
Chief of Police  
Sierra Madre Police Department



# City of Sierra Madre Police Department

## Attachement A

Controlled Property Description	Controlled Property Description	Controlled Property Description
<i>This list is for example only, additional types of items may be available.</i>		
AIRCRAFT ACCESSORIES, COMPONENTS, MISC	FACE MASK	RANGE FINDER, LASER
AIRCRAFT REPAIR PARTS/COMPONENTS	FLASHLIGHTS	RANGE FINDER-TARGET DESIGNATOR, LASER
AIRCRAFT, FIXED WING	FLOODLIGHT	RED DOT SIGHT
AIRCRAFT, ROTORY WING	FORWARD LOOKING INFRARED IMAGING SYSTEM	RIFLESCOPE
ALL TERRAIN VEHICLE (ATV)	GENERATOR SET	SCANNER, X-RAY, BAGGAGE
AMMUNITION CONTAINER	GLOBAL POSITIONING SATELLITE (GPS)	SEARCHLIGHT
AMPLIFIER	HEAVY EQUIPMENT/VEHICLES	SHIELD, BALLISTIC
ANALYZER, HAZARDOUS MATERIAL IDENTIFICATION	INSULATION BLANKET	SHIPPING CONTAINER
ANTENNA	LANDING SEARCHLIGHT	SIGHT, BORE, OPTICAL
ARMORED VEHICLE	LIFE PRESERVER, VEST	SIGHT, HOLOGRAPHIC
BALLISTIC BLANKET	MAGNIFIER	SIGHT, INFINITY
BARRIER, VEHICLE ARRESTING, PORTABLE	MARKER, IDENTIFICATION	SIGHT, REFLEX
BINOCULAR	MARKSMANSHIP TRAINER	SMALL ARMS STORAGE RACKS
BLANKETS	MEDICAL/FIRST AID SUPPLIES	SPOTTING INSTRUMENT, OPTICAL
BREATHING APPARATUS	MISC SMALL ARMS PARTS	TARGET, TRAINING, MOBILE
CAMERA SYSTEM	MISCELLANEOUS COMMUNICATION EQUIPMENT	TELESCOPE
COMPASS	MULTIMEDIA PROJECTION SET	TENTS/PORTABLE SHELTERS
COMPUTER SYSTEM	NAVIGATION SET, SATELLITE SIGNALS	THERMAL CAMERA
CONTAINER, AMMUNITION	NIGHT VISION DEVICE	THERMAL CAMERA ACCESSORIES
CONTAINER, K-9 TRANSPORT	NIGHT VISION GOGGLE	TRAINING AID/SIMULATORS
CONVERSION KIT, RIFLE	NON-ARMORED HMMWV	TRAINING AIDES/DEVICES
COVERALLS	OFFICE EQUIPMENT	TRANSLATION DEVICE
DECONTAMINATION DEVICES	OFFICE SUPPLIES	TRUCK, CARGO
DECONTAMINATION SYSTEM	PORTABLE RADIO	TRUCK, TANK
DEEP WATER FORDING KIT	PREFAB & PORTABLE BUILDINGS	VEHICLE REPAIR PARTS/COMPONENTS
DETECTOR, GAS	PROTECTIVE EYEWEAR	WARM WEATHER CLOTHING/SHOES
DIVER'S SUIT	PUBLIC ADDRESS SET	SMALL ARMS PARTS/ACCESSORIES
EXPLOSIVE ORDINANCE DISPOSAL ROBOT	RADIOS	SMALL ARMS



## California Assembly Bill 481



Presented by Chief Gustavo Barrientos

*April 28, 2026*

# ASSEMBLY BILL 481

- ✓ Signed into law by Gov. Newsom in 2021
- ✓ Requires law enforcement agencies to obtain annual approval from governing bodies on
  - funding, acquisition, and use of all "military equipment"
- ✓ Opportunity for community feedback
- ✓ Updated annual report of all equipment, complaints, and projected changes



# **SMPD Military Equipment:**

## **Unmanned Aircraft Systems (UAS):**

Remote-piloted, aerial, and ground vehicles

## **Specialized firearms and ammunition:**

Assault rifles

## **Less Lethal Devices**

Pepper ball

40 mm launchers



# DEPARTMENT EQUIPMENT INVENTORY

	ITEM	Quantity Owned	Gov't Code Section
	40 mm Less Lethal Launcher Tippman	2	7070(c)(14)
	40 mm Less Lethal Launcher Def Tech	3	7070(c)(14)
	Pepper Ball TAC-SA Pro Tactical Launcher	5	7070(c)(12)



ITEM	Quantity Owned	Gov't Code Section
	6	7070(c)(10)
	3	7070(c)(10)
	1	7070(c)(1)
	1	7070(c)(1)



ITEM	Quantity Owned	Gov't Code Section
	1	7070(c)(1)
	1	7070(c)(1)
	1	7070(c)(1)



# FUNDING

- **Local, State, and Federal Grants**
- **Repurposing of City equipment**
- **Transfer of Department of Defense property to other Law Enforcement**

**Agencies (1208 and 1033 programs)**



<b>Training/Replacement Type</b>	<b># of Personnel/ Quantity</b>	<b>Date (Month/Year)</b>	<b>Cost</b>
<b>Less Lethal Instructor Course</b>	1	7/25	\$315.00
<b>Rifle Certification</b>	1	12/2025	\$650.00
<b>*UAS Drone Operations Course</b>	2	05/2026	\$2,598.00
<b>Ammunition Replacement Firearms Qualification Maintenance</b>	All/ Department	Quarterly	\$12,000.00
<b>Total Budget Cost</b>			<b>\$15,563.00</b>



# Compliance Review

<b>Complaints</b>	<b>0</b>
<b>Violations of Department Policy</b>	<b>0</b>
<b>Unauthorized Use/ Deployment</b>	<b>0</b>
<b>Future Acquisitions</b>	<b>0</b>

SMPD does not intend to purchase any new equipment (not currently in its inventory) but will replace existing ammunition and munition supplies as needed.



# APPROVAL Will Allow SMPD to Continue:

- ✓ Track and deploy equipment
- ✓ Provide less-lethal options to minimize risk & alternative use of force options
- ✓ Provide and maintain standardized training
- ✓ Policies and procedures aligned with national police practices



# Impact of Denied Approval:

- × Removal of current equipment
- × Change in policies and procedures
- × Negatively Impact on the public and personnel
- × Increase liability, risk, training costs

**Staff recommends:**

**APPROVE MILITARY EQUIPMENT USE POLICY AND CONTINUE USE OF EQUIPMENT.**



**Thank You**

Photo Credit: SMPD Drone

