

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

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

Sue Spears, City Treasurer

**Tuesday, May 27, 2025
5:30 pm**

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



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

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

CODE OF CONDUCT

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

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Parkhurst called the meeting to order at 5:30 p.m. City Clerk Aguilar called the roll.

Present: Mayor Robert Parkhurst, Council Member Edward Garcia, and Council Member Kelly Kriebs

Absent: Mayor Pro Tem Kristine Lowe

Also Present: Aleks Giragosian, City Attorney
Jose Reynoso, City Manager
Miguel Hernandez, Assistant City Manager
Laura Aguilar, Deputy City Manager/City Clerk
Anthony Rainey, Director of Finance
Arnulfo Yanez, Director of Public Works
Steven McGee, Public Work/Utilities Manager

James Carlson, Senior Analyst
Brent Bartlett, Fire Chief
Leila Regan, City Librarian
Doreen Thomas, Youth Services Librarian
Eric Lozick, Management Analyst
Veronica Saucedo, Acting Police Captain

PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Parkhurst led the audience in the Pledge of Allegiance and provided an inspirational message.

APPROVAL OF MEETING AGENDA

Vote of the City Council to proceed with City business.

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

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

COUNCIL REPORT OUT FROM CLOSED SESSION

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

PUBLIC EMPLOYEE APPOINTMENT
Government Code Section 54957

Title: City Manager

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

APPROVAL FOR READING RESOLUTIONS AND ORDINANCES

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

Mayor Parkhurst asked for a motion.

Council Member Kriebs made a motion to read all ordinances and resolutions by title only and waive the reading in full.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

APPROVAL OF MEETING MINUTES

Approval of May 13, 2025, Regular City Council meeting minutes.

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

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

Council Member Goss made a motion to approve the April 22, 2025 City Council meeting minutes as presented.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Members' activities related to City business.

Council Member Garcia:

Was provided a tour of the Library to see the progress of the Meaningful Library Improvement Project
Announced that the Budget and Revenue Finance Committee did not have a meeting
Planned to attend the May 28, 2025 meeting of the Sierra Madre Chamber of Commerce

Council Member Goss:

Attended the May 15 meeting of the Planning Commission. They continued discussion of the proposed Noise Ordinance, and also discussed the CUP for Alverno Heights Academy
Attended a meeting of the San Gabriel Valley Council of Governments last Tuesday

Council Member Kriebs:

Was provided a tour of the Library to see the progress of the Meaningful Library Improvement Project
Attended the May 26 meeting of the Community Services Commission. They discussed upcoming summer events.

Mayor Parkhurst:

Attended the April 14 event at the Hart Park House for the City's new website.
Attended a meeting of the CPA; no action to report.
Attended the May 17 and May 20 community town hall meetings to receive feedback from the community on the City's response to the Eaton Fire.
Attended the May 21 celebration of Sierra Madre Elementary Schools of their new banner poles.
Attended the May 21 Sierra Madre Historical Preservation Society Ravioli dinner at the Fire Station.
Attended the May 21 meeting of the Natural Resources Commission
Attended the May 26 Memorial Day Remembrance Ceremony at Pioneer Cemetery

Mayor Parkhurst then opened the meeting for public comment on items not on the agenda.

PUBLIC PARTICIPATION CODE OF CONDUCT

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

PUBLIC COMMENT

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

Providing Public Comment For Items on the Meeting Agenda

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

Provide Public Comment for Topics not on the Meeting Agenda

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

Providing Public Comment

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

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

1. Laura Knighten, 54 E. Highland Ave. – requested crossing guards at the intersection of Auburn and Highland before and after school.
2. Elisabeth Nuccio – requested an increased SMPD presence at the intersection of Auburn and Highland before and after school.
3. Katherine Miller, 400 Mariposa Ave – Shared concerns with pedestrian safety at Auburn and Highland.
4. Rachel Yaeger, 230 Windwood Lane – Seeking alternatives and options to mitigate risk to pedestrians at Highland and Auburn.
5. City Librarian Leila Regan – shared upcoming summer events at the Library.
6. David Gordon, President Sierra Madre Playhouse – Shared the upcoming performance schedule.

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

PRESENTATIONS

1. ANNOUNCEMENT OF SIERRA MADRE LIBRARY BOOKMARK CONTEST WINNERS presented by Youth Services Librarian Thomas
2. SIERRA MADRE CIVIC CLUB GRANT AWARDS
These grant awards are not allocated nor distributed from City funds or accounts. The Sierra Madre Civic Club is an independent philanthropic organization, serving the community of Sierra Madre. These awards are presented by members of the Civic Club, not City representatives.
3. UPDATE FROM CITY STAFF REGARDING MUNICIPAL ELECTRIC VEHICLE FLEET presented by Management Analyst Lozick

ACTION ITEMS

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

CONSENT

Deputy City Manager Aguilar presented these reports

- a) **CONSIDERATION OF RESOLUTION 25-32 APPROVING CERTAIN DEMANDS**
It is recommended that the City Council approve Resolution 25-32 approving payment of City Warrants in the aggregate amount of \$268,091.68, Sierra Madre Library Warrants in the aggregate amount of \$526,369.61, and Payroll Transfer in the aggregate amount of \$608,649.53, for the Fiscal Year ending June 30, 2025
- b) **CONSIDERATION OF APPROVAL OF THE ALLOCATION OF ADDITIONAL DISCRETIONARY PAYMENT (ADP) TO CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS) UNFUNDED ACCRUED LIABILITY (UAL)**
It is recommended that the City Council approve a \$150,000 Additional Discretionary Payment (ADP) to California Public Employees' Retirement System (CalPERS) Unfunded Accrued Liability (UAL).
- c) **CONSIDERATION OF RESOLUTION 25-33 APPROVING THE INITIATION OF PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS AND ORDERING THE PREPARATION OF THE REPORT FOR THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT FOR FISCAL YEAR 2025-2026**
It is recommended that the City Council approve Resolution 25-33 and authorize NBS to prepare and file with the City Clerk, the Engineer's Report concerning the levy and collection of assessments within the Downtown Landscaping Lighting Maintenance Assessment District for the Fiscal Year commencing July 1, 2025, and ending June 30, 2025.
- d) **CONSIDERATION OF RESOLUTION 25-35 APPROVING AND ESTABLISHING THE ANNUAL SPECIAL TAXES FOR COMMUNITY FACILITIES DISTRICT NO. 1 AND ANNUAL ASSESSMENTS FOR EAST BONITA AVENUE SEWER IMPROVEMENT AND EAST MIRA MONTE AVENUE SEWER IMPROVEMENT AND LEVYING SPECIAL TAXES AND ASSESSMENTS FOR THE FISCAL YEAR 2025-2026**

It is recommended that the City Council approve Resolution 25-35 and establishes the Fiscal Year 2025-2026 special taxes for Community Facilities District No. 1 (Fund 32011 - Sierra Madre CFD) and annual assessments for East Bonita Avenue Sewer Improvement (Fund 32001 - Bonita Sewer Assessment) and Mira Monte Avenue Sewer Improvement (Fund 32010 - Sewer Assessment District-East Miramonte) and orders levy of special taxes and assessments for the Fiscal Year commencing July 1, 2025, and ending June 30, 2026.

e) **CONSIDERATION OF STATE HOMELAND SECURITY PROGRAM (SHSP) SUBRECIPIENT AGREEMENT GRANT YEAR 2022**

It is recommended that the City Council authorize the City Manager to approve and sign the grant agreement between the County of Los Angeles and the City of Sierra Madre Police Department for a State Homeland Security Program (SHSP) grant in the amount not to exceed \$45,577.00. The recommendation also includes approval of signatures from the Chief of Police or their designee.

f) **CONSIDERATION TO RECEIVE AND FILE THE 2025 ANNUAL REPORT OF THE DEVELOPMENT AGREEMENT FOR THE MEADOWS AT BAILEY CANYON PROJECT LOCATED AT 700 NORTH SUNNYSIDE AVENUE, SIERRA MADRE, CALIFORNIA**

It is recommended that the City Council receive and file this informative report. No action is required.

g) **CONSIDERATION TO AUTHORIZE AN EMERGENCY CONTRACT AMENDMENT FOR LOW-PRESSURE WATER MAIN RELOCATION AT WOODLAND DRIVE BRIDGE**

It is recommended that the City Council authorize an emergency amendment to the existing contract with Big Ben, Inc. in the amount of \$276,800 for the relocation of the low-pressure water main at the Woodland Drive Bridge under the emergency provisions of SMMC 3.08.090(A). Staff further recommends increasing the total contract threshold for the Woodland Drive Water Main Replacement Project from \$946,600 to \$1,223,400 to incorporate the emergency work, while maintaining the previously approved 10% contingency without adjustment.

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

Council Member Garcia requested Resolution 25-18 from Item B to be updated to reflect the payment amounts to CalPERS.

Council Member Goss made a motion to approve A, C, D,E, F, and G as presented and B as amended by Council Member Garcia.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion to move to approve all Consent Items was approved by a unanimous voice vote by all Members present.

PUBLIC HEARINGS

1. **CONSIDERATION OF FIRST READING OF ORDINANCE 1483 ADOPTING THE FIRE HAZARD SEVERITY ZONE MAP AS DESIGNATED BY THE CALIFORNIA STATE FIRE MARSHAL**

It is recommended that the City Council consider Ordinance 1483, first reading, the updated Fire Hazard Severity Zone (FHSZ) map for the City's Local Responsibility Area, as

designated by the California Department of Forestry and Fire Protection (CAL Fire), through the Office of the State Fire Marshal.

This report was presented by Fire Chief Bartlett.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. One e-mail public comment was forwarded to the City Clerk's Office.

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

Council Member Goss made a motion to approve first reading of Ordinance 1483.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

7:34 pm - Mayor Parkhurst called for a brief break.

7:45 pm - The City Council reconvened their meeting.

2. ANNUAL REPORTING OF MILITARY EQUIPMENT AS REQUIRED BY STATE ASSEMBLY BILL 481

It is recommended that the City Council approve the Sierra Madre Police Department's annual report of military equipment inventory.

This report was presented by Acting Police Captain Saucedo

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

Council Member Goss made a motion to approve first reading of Ordinance 1483.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

DISCUSSION

1. INFORMATIONAL REPORT FROM PUBLIC HEALTH REPRESENTATIVE FROM LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH REGARDING POST-EATON FIRE ENVIRONMENTAL QUALITY

It is recommended that the City Council receive and file an informational presentation from a representative from the Los Angeles County Department of Public Health regarding post-Eaton Fire Environmental quality. There is no City Council action required.

Senior Analyst Carlson and City Attorney Giragosian presented this report and added a presentation on Discussion number 5.

5. CONSIDERATION OF LOS ANGELES COUNTY PUBLIC HEALTH ORDINANCES

It is recommended that the City Council consider directing the City Attorney to draft an ordinance incorporating one or more of the Los

Angeles County ordinances into the Sierra Madre Municipal Code.

Representative from Los Angeles County Department of Public Health presented Council with the various ordinances for consideration.

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

1. Derek Sample, 623 Woodland Dr. – looking for resources and information for removing and dealing with toxic heavy-metals post Eaton Fire.

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

No action was required for Discussion Item 1. Council was asked to receive and file the informative report.

For Discussion Item 5, Council Member Goss made a motion not to adopt any of the suggested ordinances established by Los Angeles County.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

2. CONSIDERATION OF ESTABLISHING AN AUTOMATED DOWNTOWN PARKING ENFORCEMENT PILOT PROGRAM

It is recommended that the City Council authorize staff to negotiate terms with Municipal Parking Services (MPS) and return to the City Council with a fully developed one-year pilot program for consideration, including a comprehensive community outreach and education plan to enhance parking enforcement along Sierra Madre Boulevard between Baldwin and Hermosa Avenues and on Baldwin Avenue between Sierra Madre Boulevard and West Montecito Avenue. Final approval is contingent upon Council approval of the finalized program.

This report was presented by Acting Police Captain Saucedo

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

Council provided direction and asked staff to return to a future meeting once the pilot program was finalized.

3. CONSIDERATION OF RESOLUTION 25-34 APPROVING THE INTENT TO LEVY AND CONFIRM THE ENGINEER'S REPORT FOR THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT FOR THE FISCAL YEAR 2025-2026

It is recommended that the City Council approve Resolution 25-34, the intent to levy and confirm Engineer's reports and set June 10, 2025 as a date for a public hearing on the matter of the Downtown Landscaping and Lighting Maintenance Assessment District for the Fiscal Year Commencing July 1, 2025 and ending June 30, 2025.

This report was presented by Public Works Director Yanez.

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

Council Member Garcia made a motion to Resolution 25-34 and set June 10, 2025 as the date for the Public Hearing.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

4. CONSIDERATION OF RESOLUTION 25-36, MODIFYING THE CONFIDENTIAL-EXEMPT CLASSIFICATION PLAN AND SALARY MATRIX

It is recommended that the City Council adopt Resolution 25-36, which authorizes the creation of the Administrative Services Director to replace the Deputy City Manager position.

This report was presented by Asssistant City Manager Hernandez

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

Council Member Kriebs made a motion to approve Resolution 25-36.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

FUTURE ITEMS

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

Mayor Parkhurst: An analysis of fire protection versus historic preservation

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

Council Member Goss made a motion to adjourn the meeting.

Council Member Kriebs seconded the motion to adjourn.

Mayor Parkhurst called for a vote of the Council:

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

The motion to adjourn the meeting to the next Regular meeting on June 10, 2025 at this same location was approved by all Members at 10:15 pm

Minutes taken and typed by:

Approved by Council Action:



Laura M. Aguilar
City Clerk



Robert Parkhurst
Mayor

AVAILABILITY OF AGENDA MATERIALS

Materials related to items on this agenda are available for public inspection on the City's website at www.cityofsierramadre.com.

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a meeting to take place on June 10, 2025 at this same place.