

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

**Tuesday, September 24, 2024
5:30 pm**

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

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

Michael Amerio, City Treasurer



The Brown Act provides the public with an opportunity to make public comments at any public meeting; As an alternative to attending the meeting in person, public comment may be made by e-mail to PublicComment@CityofSierraMadre.com by 3:00 PM on the day of the meeting. E-mails 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 that 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 Kriebs, Mayor Pro Tem Parkhurst, Council Member Garcia, Council Member Goss, Council Member Lowe

Mayor Kriebs called the meeting to order at 5:32 p.m. City Clerk Aguilar called the roll.

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

Absent: None.

Also Present: Miguel Hernandez, Assistant City Manager
Laura Aguilar, Deputy City Manager/City
Aleks Giragosian, City Attorney
Satnam Rait, Acting Finance Director
Arnulfo Yanez, Public Works Director
James Carlson, Management Analyst
Leila Regan, City Librarian
Satnam Rait, Acting Finance Director

PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Pro Tem Parkhurst provided remarks on the beginning of autumn and highlighted that October marks National Crime Prevention Month and Fire Prevention Month. He emphasized the importance of promoting safety and security in the community, encouraging residents to take proactive steps in crime prevention. Parkhurst shared tips from the National Crime Prevention Council, such as being aware of surroundings, ensuring well-lit areas when traveling, and securing home entrances.

In recognition of Fire Prevention Month, he suggested fire safety measures, including turning off space heaters when not in use, avoiding circuit overload, keeping candles away from flammable materials, and regularly testing smoke detectors and fire extinguishers. Parkhurst concluded by encouraging the community to prioritize both crime and fire prevention efforts.

APPROVAL OF MEETING AGENDA

Council Member Garcia recommended amending the agenda to strike the approval of the September 10, 2024, meeting minutes, as they were not included in the agenda packet.

Council Member Lowe made a motion to further amend the agenda by postponing the certificate of recognition for the Sierra Madre Girls Softball 14-U Team until their arrival.

Mayor Pro Tem Parkhurst made a motion to approve the agenda as amended

The motion was seconded by Council Member Lowe.

Mayor Kriebs called for a vote of the Council to approve the agenda as presented:

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

The motion to move to approve the agenda as amended was approved by a unanimous voice vote.

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.

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

A motion to approve the reading of resolutions and ordinances by title only was made by Council Member Lowe.

The motion was seconded by Council Member Goss.

Mayor Kriebs called for a vote of the Council:

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

The motion to approve the reading of all ordinances and resolutions by title only, and waive the reading in full, was passed by a unanimous voice vote.

REPORT OUT FROM CLOSED SESSION

No Closed Sessions since Council last adjourned their meeting.

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Members' activities related to City business.

Council Member Goss: Councilmember Goss provided an update on his recent activities. He attended the 9/11 Memorial at the fire station, honoring the sacrifices made during the 9/11 attacks. He also participated in a Transportation Subcommittee meeting. Key decisions regarding routes and contractors will be made in an upcoming meeting.

Council Member Goss attended the State of the City Address, delivered by the Mayor at the fire station, and the groundbreaking ceremony for the new library project. Additionally, he chaired the Foothill Employment Policy Board meeting and mentioned the board's search for a business representative, suggesting the city reach out to the Chamber of Commerce for potential candidates.

Council Member Lowe: Councilmember Lowe reflected on attending the 9/11 Memorial at Fire Station 41, marking the 23rd anniversary of the event, and shared her personal connection as a firefighter during the time of the attacks.

Lowe attended the State of the City event and the 100th anniversary mass for the Mater Dolorosa community. She highlighted the informative town hall meeting on the City's budget and encouraged participation in the next meeting on October 10th.

She provided updates from the Planning Commission's September 19th meeting, including the launch of the city's new online permitting and business licensing system, as well as the approval of pre-designed plans for Accessory Dwelling Units (ADUs), specifically a 400-square-foot model.

Council Member Garcia: Councilmember Garcia provided a brief report, noting his attendance at the 9/11 Memorial at Fire Station 41 and the State of the City address, praising the mayor's presentation. He also attended the library groundbreaking event on September 17th, which had a large turnout of community members and officials.

Mayor Pro Tem Parkhurst: Mayor Pro Tem Parkhurst attended several recent events, including the 9/11 Memorial, the Transportation Committee meeting, and the State of the City Address, where he served as MC. He praised city staff for their work on the event and mentioned his attendance at the Community Services meeting, noting the success of the summer activities.

At the library groundbreaking, he highlighted the well-received event and the promotional items provided. He also met with the CEO of Southern California Edison, who reported significant progress in replacing bare lines with covered conductors for fire safety but acknowledged recent increases in transmission costs.

He attended the Public Safety Town Hall, the Historical Preservation Society meeting, and several Clean Power Alliance meetings, noting that the CPA is close to securing sufficient renewable energy for the coming years.

Mayor Kriebs: Mayor Kelly Kriebs noted that many council members attended the same recent events, including the 9/11 Memorial and the State of the City Address.

She attended the Mater Dolorosa anniversary dinner and the library groundbreaking, praising the passion of those involved. She also attended the Library Trustees meeting, noting the impressive work of the library staff despite their temporary quarters. Lastly, Mayor Kriebs attended the 100th birthday celebration for a Kensington resident.

Mayor Kriebs announced:

- Community Development Block Grant Program: provides grants to eligible low- and moderate-income seniors (55+) for home rehabilitation projects to improve health and safety standards.
- Senior Lunch Program: Available at Hart Park House, Monday through Thursday at 11:30 AM, with a suggested donation of \$3 for seniors.
- Senior Birthday Celebrations: Held at Hart Park House on the fourth Tuesday of each month.
- Community Bike Ride and Wellness Fair: Saturday, October 5th, 8 AM to 12 PM at Memorial Park. A blood drive will be hosted by the Police and Fire Departments from 8:30 AM to 12:30 PM.
- Public Safety: Sierra Madre's Fire Department averages a four-minute response time, and major crimes have decreased from 340 to a projected 280 in the past year.
- Public Safety Town Hall: The next meeting related to the City's budget and Public Safety Initiative will be held on October 10th at 6 PM in City Hall.

PUBLIC PARTICIPATION CODE OF CONDUCT

Your participation is welcomed and invited at all City Council meetings. 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 the Council Chambers or other 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 comments 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 designated comment period. 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, but the matter may be referred to staff or to a subsequent meeting.

Providing Public Comment

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.

The City provides a podium for public comment. Comments addressed to the Council shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue.

Brandon Stansell, Athens Services: Announced a free compost event for city residents, taking place on Saturday, October 5th, from 8 AM to 12 PM at Sierra Vista Park. Residents must bring their ID, shovels, and sturdy containers (no larger than 32 gallons). Plastic bags and cardboard boxes are not allowed. The event will be drive-up only, and participants are advised to wear gloves and eye protection when collecting compost. Supplies are available on a first-come, first-served basis.

Michelle Tremblay, Bear Lovers Sierra Madre: Commended the city for addressing complaints about a local property attracting bears, as reported by the LA Times. The property was cleared, boarded up, and the bear has not been seen since. Tremblay also highlighted her organization's community outreach, including "trash talking" on collection days to discuss waste management and safety concerns, and "walk and talks" in other areas of Sierra Madre. Bear Lovers meetings are flexible and information can be found on their website or by email.

Leila Regan, City Librarian: highlighted that September is National Library Card Sign-Up Month and this week is Banned Books Week, with a photo booth featuring Optimus Prime at the library. She thanked the City Council, staff, and trustees for their support at the library groundbreaking, which had 143 attendees.

Regan announced the upcoming Fire Prevention Week from October 6th to 12th, featuring story times, workshops on infant CPR and teen first aid, and the popular Pumpkin Smash on October 10th. She also noted the Friends of the Library book sale and wine tasting on October 4th and 5th.

PRESENTATION

PROCLAMATION IN RECOGNITION OF PASSIONIST COMMUNITY CENTENIAL ANNIVERSARY

Presented to Father Clemente

ACTION ITEMS

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

CONSENT

- a) **CONSIDERATION OF RESOLUTION 24-56 APPROVING CERTAIN DEMANDS**
It is recommended that the City Council approve Resolution 24-56 approving payment of City warrants in the aggregate amount of \$297,946.92; Sierra Madre Library warrants in the aggregate amount of \$23,884.50; and payroll transfer in the aggregate amount of \$551,253.66; for the fiscal year ending June 30, 2025.
- b) **APPROVAL OF CITY'S BIENNIAL CONFLICT OF INTEREST CODE**
It is recommended that the City Council review and approve the City's biennial Conflict of Interest Code as required by the Political Reform Act.
- c) **CONSIDERATION OF AB 1600 ANNUAL COMPLIANCE REPORT FY 2023-2024**
It is recommended the City Council receive and file the annual AB 1600 Compliance Report for fiscal year 2023-2024 in accordance with California Government Code 66006.
- d) **CONSIDERATION OF AB 1600 FIVE-YEAR COMPLIANCE REPORT FOR PERIOD ENDING JUNE 30, 2023**
It is recommended the City Council receive and file the Development Impact Fees Five-Year Compliance Report for period ending June 30, 2023 in accordance with California Government Code 66001.
- e) **SECOND READING AND ADOPTION OF ORDINANCE No. 1473 AMENDING SECTION 8.06.010 (PROHIBITED WHERE) OF CHAPTER 8.06 (SMOKING) OF TITLE 8 (HEALTH AND SAFETY) OF THE SIERRA MADRE MUNICIPAL CODE REGULATING SMOKING IN CERTAIN PUBLIC PLACES**
It is recommended that the City Council conduct its second reading and adopt Ordinance No. 1473 amending Section 8.06.010(Prohibited Where) of Chapter 8.06 (Smoking) of Title 8 (Health and Safety) of the Sierra Madre Municipal Code prohibiting smoking in parks and on trails
- f) **CONSIDERATION OF RESOLUTION 24-57 DESIGNATING STREETS TO BE INCLUDED IN THE FY 2024-25 STREET REHABILITATION PROGRAM.**
It is recommended that the City Council approve Resolution 24-57 designating certain streets for the FY 2024-25 Street Rehabilitation Program.

Mayor Kriebs brought the matter to the City Council for questions.

Mayor Kriebs went Consent item by Consent item, asking the Council if they had any questions. No questions were asked for items A-E. In Consent item F, Mayor Pro Tem Parkhurst and Mayor Kriebs, respectively, asked questions about the program. Director Yanez provided responses to their questions.

Mayor Kriebs opened Public Comment.

Seeing no one come forward, Mayor Kriebs brought the matter back to the City Council for further discussion and/or a motion.

Council Member Edward Garcia made a motion to approve Consent items A-F as presented.

Council Member Gene Goss seconded the motion.

Mayor Kriebs called for a vote of the Council

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

The motion to approve Consent Items A-F was approved by a unanimous voice vote.

DISCUSSION

1. CONSIDERATION OF AWARD OF GENERAL CONTRACTOR SERVICES CONTRACT TO AMG & ASSOCIATES, INC., FOR THE SIGNIFICANT LIBRARY IMPROVEMENT PROJECT NO. FC82306 IN AN AMOUNT NOT TO EXCEED \$10,547,000, AND ADOPTION OF THE 2024-2025 BUDGET ADJUSTMENT APPROPRIATING THE AMOUNT PROJECTED

It is recommended that the City Council approve Resolution 24-58 amending the 2024-25 Fiscal Year Budget to include \$1,800,000 from General Fund Reserves for the Library Meaningful Improvements Capital Improvement Project; and that the City Council award a professional general contractor services contract to AMG & Associates, Inc., which includes a base bid of \$9,542,000, in the amount of \$45,000 and a 10% contingency of \$960,000 for a total not to exceed amount of \$10,547,000.

Presented by Arnulfo Yanez, Public Works Director

Mayor Kriebs brought the matter to the City Council for questions.

Mayor Kriebs opened public comment.

City Clerk Aguilar noted that two e-mails had been received by Leigh Gluck and Ellen Hoffman, respectively.

Robert Stockley: Congratulated the Council, and City administration for their efforts in reaching a decision regarding the library renovation project. He praised the city's ability to leverage state funds, noting that the renovation only requires a 15% local contribution.

Seeing no one else come forward, Mayor Kriebs brought the matter back to the City Council for further discussion and/or a motion.

Council Member Gene Goss made a motion to award the contract to AMG & Associates, in an amount not to exceed \$10,547,000 for general contractor services and adopt Resolution 24-58 amending the 2024-2025 fiscal year budget.

Mayor Pro Tem Parkhurst seconded the motion.

Mayor Kriebs called for a vote of the Council

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

Noes: None.

Absent: None.

Abstain: None.

At this time the members of the Sierra Madre Girls' Softball 14-U Softball Team arrived and Mayor Kriebs and moved to present certificates of recognition to the team, coaches, and board members.

PRESENTATION

CERTIFICATES OF RECOGNITION OF SIERRA MADRE GIRLS' SOFTBALL 14U USA B-DIVISION 2024 NATIONAL CHAMPIONS

Presented to: Sierra Madre Girls' Softball 14-U team, coaches, and Board Members.

DISCUSSION

2. FORMATION OF AD HOC COMMITTEE FOR LIBRARY MEANINGFUL IMPROVEMENT PROJECT COMMUNICATIONS

It is recommended that the City Council form a Library Construction Ad Hoc Committee to ensure effective communication between stakeholders and coordinate project updates of the Sierra Madre Library Meaningful Construction Project.

Assistant City Manager Miguel Hernandez presented the report.

Mayor Kriebs brought the matter to the City Council for questions.

Mayor Kriebs opened public comment.

City Clerk Aguilar noted that one e-mail had been received for public comment from Leigh Gluck.

Seeing no one come forward, Mayor Kriebs brought the matter back to the City Council for further discussion and/or a motion.

Mayor Pro Tem Parkhurst made a motion to create an Ad-Hoc Committee with two Council representatives, one representative of the Friends of the Library, one representative from the Library Foundation and one representative of the of the Library Board of Trustees.

Council Member Lowe seconded the motion.

Mayor Kriebs asked for a vote of the Council:

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

Noes: None.

Absent: None.

Abstain: None.

Mayor Kriebs requested two volunteers to sit on the Ad-Hoc Committee.

Council member Goss volunteered to serve on the Committee; Council Member Garcia also volunteered, stating that Wednesdays he has standing obligations but can meet any other day of the week.

Mayor Kriebs asked if there were any objections and asked for a vote of the Council to appoint Council Members Goss and Garcia to the Ad-Hoc Committee.

Seeing no objections, Council Member Lowe made a motion to appoint Council Members Goss and Garcia to serve on the Ad-Hoc Committee.

The motion was seconded by Mayor Pro Tem Parkhurst.

Mayor Kriebs asked for a vote of the Council:

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

Noes: None.

Absent: None.

Abstain: None.

Mayor Kriebs requested topics for future agenda items then requested a motion to adjourn.

Council Member Goss made a motion to adjourn the meeting.

The motion was seconded by Council Member Lowe.

Mayor Kriebs asked for a vote of the Council:

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

Noes: None.

Absent: None.

Abstain: None.

The meeting was adjourned at 7:09 pm to a Regular meeting to be held October 8, 2024.



Mayor Kelly Kriebs

Minutes taken and prepared by:



Eric Lozick
Administrative Analyst

Reviewed and edited by:



Laura Aguilar
City Clerk

PUBLIC HEARING

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

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 before the meeting.

ADJOURNMENT

The City Council will adjourn to a meeting to take place on October 8, 2024.