



CITY OF SIERRA MADRE
CITY COUNCIL MEETING MINUTES

SIERRA MADRE CITY COUNCIL
SUCCESSOR AGENCY AND
PUBLIC FINANCE AUTHORITY

Tuesday, January 26, 2021

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

As part of the City of Sierra Madre's COVID-19 Transmission Mitigation Efforts, this City Council Meeting was conducted virtually via Zoom.

The meeting was (1) streamed live on the City's Website at www.cityofsierramadre.com, (2) streamed live on Foothills Media website at <http://www.foothillsmedia.org/sierramadre>, and (3) broadcast on Government Access Channel 3 (Spectrum).

The public was provided with the opportunity to make comments (1) calling in during the meeting to provide their comments and (2) emailing their comments by 3:00 p.m. on the day of the meeting to PublicComment@cityofsierramadre.com.

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Rachelle Arizmendi called the meeting to order at 4:01 p.m. Acting City Clerk Laura Aguilar called the roll.

Present: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Staff Present: Gabe Engeland, City Manager
Aleks Giragosian, City Attorney
Laura Aguilar, Acting City Clerk/Administrative Services Manager
Rodrick Armalin, Police Chief
Brent Bartlett, Fire Chief
James Carlson, Management Analyst
Chris Cimino, Director of Public Works
Christian Delgado, Senior Network Administrator
Vincent Gonzalez, Planning and Community Preservation Director
Hillary Guirola-Leon, Finance Director
Miguel Hernandez, Assistant City Manager
Sophia Kownatzki, Management Analyst
Oscar Milan, IT Manager
Jen Peterson, Administrative Analyst
Jose Reynoso, Director of Utility Services
Christine Smart, City Librarian
Henry Amos, Police Captain

PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Pro Tem Goss led the Pledge of Allegiance and Inspiration, where he spoke of greatness as something that human beings value, and shared a number of quotes about greatness.

APPROVAL OF MEETING AGENDA

Mayor Arizmendi asked for approval of the agenda.

Council Member Garcia moved to approve the agenda as presented.

Council Member Kriebs seconded the motion.

Acting City Clerk Aguilar called the names of each City Council Member to determine their individual vote on the meeting agenda.

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst
Noes: None
Absent: None
Abstain: None

The motion to approve the agenda as presented was passed by a unanimous vote.

APPROVAL OF MINUTES

Mayor Arizmendi asked for approval of the Minutes of the Council Meeting of January 12, 2021

Council Member Parkhurst moved to approve the Minutes of the Council Meeting of January 12, 2021.

Mayor Arizmendi seconded the motion.

Acting City Clerk Aguilar called the names of each City Council Member to determine their individual vote on the minutes.

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst
Noes: None
Absent: None
Abstain: None

The motion to approve the Minutes of the Council Meeting of January 12, 2021 as presented was passed by a unanimous vote.

MAYOR AND CITY COUNCIL REPORTS

Council Member Edward Garcia

Council Member Garcia spoke about meeting with residents at the Mt. Wilson Trail head at which the residents voiced concern about parking and increased crime. Council Member Garcia agrees with the residents that there are some issues that need to be addressed.

Council Member Garcia spoke of attending the League of California Cities New Mayors and Council Members academy. He stated that it was very valuable and informative as well as a good networking opportunity.

Council Member Kelly Kriebs

Council Member Kriebs agreed with Council Member Garcia's comments about the New Mayors and Council Members academy. She added her appreciation for our Council and Staff and the level of professionalism that is maintained.

Council Member Robert Parkhurst

Council Member Parkhurst also agreed about the value of the New Mayors and Council Member Academy. He also reported out from his first meeting of the Planning Commission as liaison.

Council Member Parkhurst stated that he will also be attending his first meeting as a Council Member with the Clean Power Alliance, where they will be reviewing offers for renewable energy for city.

He also shared that he had taken his Mother-in-Law to Dodger stadium for the Covid-19 vaccine. He stated that it was a well-organized and efficient event and reminded everyone that even after receiving the vaccine that it is still important to wear a mask and socially distance.

Mayor Pro Tem Gene Goss

Mayor Pro Tem Goss shared that his family members had had a similar experience at Dodger Stadium receiving the vaccine.

He shared that he will be attending the Library Board of Trustees meeting which will be an important meeting to discuss the future of the Library.

Mayor Pro Tem Goss shared that he is excited to go out to dinner this weekend, now that the outdoor dining restriction has been lifted and encouraged support for local restaurants.

Mayor Arizmendi

Mayor Arizmendi addressed the Public Comments from current and prior meetings as she wants the public to know that the City Council is hearing the concerns of the citizens and acting accordingly. Regarding the Monastery, Mayor Arizmendi stated that the developer, New Urban West has been invited to make presentation to Council. Also, that the comment period has been extended for the forthcoming EIR from 45 days to 60 days.

Regarding comments that there is animosity or discord between the Council and Planning Commission, Mayor Arizmendi acknowledged that some residents did not agree with changes to composition and number. She stated that after a meeting with Planning Commission Chair Denison, that the Council and Commission are on the same page, and that any policy changes will be done as transparently as possible. She also introduced Council Member Parkhurst as the new City Council liaison to the Planning Commission.

Mayor Arizmendi spoke regarding citizen concerns about people not wearing masks in the downtown, and acknowledged that Police Chief Armalin has been working with people in the downtown and the need to wear masks.

She also announced that third party parking enforcement will begin to enforce the new 20 minute parking zones.

Mayor Arizmendi addressed citizen concerns with difficulty in participation in City Council meetings, stating that the meeting time will remain at 4 p.m. for the time being but will continue to be evaluated.

PUBLIC COMMENT ON NON-AGENDA ITEMS

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

Acting City Clerk Aguilar read the public comments submitted by email:

Carol Parker – sent on January 12, 2021

Mayor Arizmendi closed the Public Comment.

Call-In comment on items not on the agenda was made as follows:

Mayor Arizmendi asked if there was anyone else calling to make a public comment on items not on the agenda.

There were none.

Mayor Arizmendi closed public comment on items not on the agenda.

PRESENTATION

The City Council presented John Shear a proclamation in honor of his 100th Birthday. Mayor Arizmendi shared Mr. Shear's life story, including a video segment about his heroic actions at Santa Anita Race Track, protecting a five-year old girl from a runaway horse.

AGENDA ACTION ITEMS:

CONSENT

Acting City Clerk Aguilar gave the following reports under the Consent Calendar:

a) CONSIDERATION OF RESOLUTION 21-08 APPROVING CERTAIN DEMANDS

It is recommended that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of **\$515,667.16**; Sierra Madre Library Warrants in the aggregate amount of **\$3,804.63**; and Payroll Transfer in the aggregate amount of **\$771,281.82**; for the fiscal year ending June 30, 2021.

b) CONSIDERATION OF ORDINANCE NO. 1437 VESTING THE AUTHORITY TO APPOINT THE CITY CLERK IN THE CITY MANAGER

It is recommended that the City Council conduct the second reading, by title only, and adopt Ordinance No. 1437 vesting the authority to appoint the City Clerk in the City Manager.

c) CONSIDERATION OF ORDINANCE NO. 1438 DELEGATING SIGNING AUTHORITY TO THE CITY MANAGER AND AUTHORIZING THE USE OF DIGITAL SIGNATURES

It is recommended that the City Council conduct the second reading, by title only, and adopt Ordinance No. 1438 delegating signing authority to the City Manager and authorizing the use of digital signatures.

d) COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDED JUNE 30, 2020

It is recommended that the City Council receive and file the Comprehensive Annual Financial Report (CAFR) and attached reports for the Fiscal Year ended June 30, 2020.

e) CONSIDERATION OF APPROVAL OF PURCHASE ORDER FOR TYLER EXECUTIME TIME KEEPING AND SCHEDULING SOFTWARE IN THE AMOUNT OF \$52,000

It is recommended that the City Council authorize the purchase order of \$52,000 for the purchase of Tyler Executime and Advanced scheduler payroll software.

Mayor Arizmendi asked if any Council Members had questions on any of the Consent Items.

Council Member Kriebs inquired about the electronic signature policy. City Attorney Giragosian stated that the City Council must authorize all transactions, and that this policy is being introduced in the interest of efficiency. He stated that there will be a written policy which directs who will have electronic signing authority, what may be signed, and which staff member will sign, electronically. Council Member Kriebs was concerned that the Mayor is not specifically included to sign digitally in the Ordinance. City Attorney Giragosian stated that the Mayor always has signatory authority, and this ordinance was codifying that electronic signatures were allowed.

Council Member Parkhurst pointed out in the city profile of the CAFR report, the Mayor and Mayor Pro Tem selection timing is listed as April, and should be December. City Manager Engeland stated that would be updated.

Council Member Garcia inquired if the Executime purchase order also included the hardware. Finance Director Guirola-Leon confirmed that the hardware would need to be purchased separately. Council Member Garcia inquired if the proposed software would dovetail with existing Finance software. Finance Director Guirola-Leon confirmed that it would.

Council Member Garcia stated that the CAFR and financial health should be applauded. He also felt that the purchase of the time keeping software, while a large purchase, will be a worthy purchase and an asset we will have for a while, which will also increase efficiency.

Mayor Pro Tem Goss stated that the CAFR is a testament to City Council, the Finance department and the City Manager.

Council Member Kriebs stated that she is glad to see that the finance highlights are being reported and that many folks in town are not aware of the City's good financial position.

Mayor Arizmendi opened public comment on the Consent Calendar items, and there were none. Mayor Arizmendi closed public comment on the Consent Calendar and requested a motion.

Action

Mayor Pro Tem Goss made a motion to approve Consent Items as presented.

Council Member Kriebs seconded the motion.

Acting City Clerk Aguilar called the names of each City Council Member to determine their individual vote on the minutes.

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Noes: None

Absent: None

Abstain: None

The motion to approve Consent Items presented was passed by a unanimous vote.

PUBLIC HEARING

CONTINUED PUBLIC HEARING FOR TABULATION OF PROPOSITION 218 BALLOTS AND CONSIDERATION OF A RESOLUTION CONFIRMING THE BALLOT RESULTS TO DETERMINE WHETHER A MAJORITY PROTEST EXISTS IN THE PROCEEDINGS TO FORM THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT; AND ADOPTION OF ONE OF TWO RESOLUTIONS DECLARING RESULTS OF THE BALLOT TABULATION IN THE PROCEEDINGS TO FORM THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT

Mayor Arizmendi opened the Public Comment

Management Analyst Kownatzki delivered the agenda report, which included a history of the proposition 218 process and an explanation of the resolutions before the City Council.

Mayor Arizmendi announced that the ballots will be counted while City Council continues with other City business and that staff will report back with the ballot results.

At 6:05 p.m. the City Council returned to the Public Hearing.

Management Analyst Kownatzki announced the following ballot tabulation results:

193 ballots mailed

78 received

40 in support

37 in opposition

1 ballot was declared invalid as none of the boxes were checked.

Council Member Kriebs commended staff in clearly laying out the benefits of this district to the business owners, and felt that it is a win/win for the City and the downtown businesses.

Council Member Parkhurst agreed.

Council Member Garcia acknowledged that this measure was potentially confusing and that staff's clear presentation helped the property owners understand it.

Mayor Pro Tem Goss agreed.

Mayor Arizmendi thanked Management Analyst Kownatzki for her hard work.

Action

Council Member Kriebs moved to approve City Council Resolution 21-07, with a note to correct the typo in the Resolution number as submitted in the City Council packet.

Council Member Parkhurst seconded the motion.

Acting City Clerk Aguilar called the names of each City Council Member to determine their individual vote on the minutes.

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Noes: None

Absent: None

Abstain: None

The motion to approve City Council Resolution 21-07 was passed by a unanimous vote.

DISCUSSION

- 1. MEMORANDUM OF AGREEMENT WITH THE CITIES OF ARCADIA, BRADBURY, DUARTE, MONROVIA AND THE COUNTY OF LOS ANGELES AND THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT FOR IMPLEMENTATION OF THE COORDINATED INTEGRATED MONITORING PROGRAM ("CIMP") FOR THE RIO HONDO/SAN GABRIEL RIVER WATER QUALITY GROUP IN THE AMOUNT OF \$2,960,675.**

Management Analyst Carlson delivered the agenda report.

Mayor Arizmendi opened the Public Comment.

Council Member Kriebs inquired if the 5% fee payable to the City of Arcadia for administration of the agreement is a fair rater. Management Analyst Carlson stated that he had discussed it with City Manager Engeland and that it is a standard rate.

Council Member Garcia inquired what would come of the agreement did not approve. Management Analyst Carlson stated that if all cities do not agree, then Arcadia will not award the contract.

Council Member Parkhurst confirmed that the agreement is solely for monitoring, which Management Analyst Carlson corroborated.

There were no comments from the Public, and Mayor Arizmendi closed the Public Comment.

Discussion

Mayor Pro Tem Goss stated that it is better for the City to be a part of this agreement rather than go it alone. He stated that he intends to support this agreement.

Mayor Arizmendi feels that it meets the requirements and it is the best course of action for the City, given the limitations and requirements.

Council Member Parkhurst shared that he is aware of another city who attempted monitoring on their own and the costs were excessive. He also pointed out complexities in taking the required measurements.

Action

Council Member Parkhurst moved to approve the Memorandum of Agreement.

Council Member Kriebs seconded the motion.

Acting City Clerk Aguilar called the names of each City Council Member to determine their individual vote on the minutes.

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Noes: None

Absent: None

Abstain: None

The motion to approve the Memorandum of Agreement was passed by a unanimous vote.

2. CONSIDERATION OF APPOINTMENTS FOR THE UNEXPIRED TERMS ON THE ENERGY, ENVIRONMENT, AND NATURAL RESOURCES COMMISSION AND THE LIBRARY BOARD OF TRUSTEES.

Acting City Clerk Aguilar delivered the agenda report.

Mayor Arizmendi clarified the terms of the openings and the appointment process, and recommended that the City Council consider the appointment to the Energy, Environment and Natural Resources Commission first.

Energy, Environment and Natural Resources Commission Appointment

Mayor Arizmendi opened the Public Comment.

City Council Member Garcia recommended to allow applicants to speak if they prefer or their email comments may be read.

There were no comments from the Public, and Mayor Arizmendi closed the Public Comment.

Acting City Clerk read emailed statements from Jessica Lim and Tracey Verhoeven.

Discussion

Council Member Parkhurst stated that the Energy, Environment and Natural Resources Commission is near and dear to his heart, and felt that all three applicants would be an asset. He also thanked them for their applications.

Council Member Garcia stated that he spoke with two of the applicants, but had been unable to connect with Ms. Verhoeven.

He felt that Ms. Lim's education, knowledge and background would be a benefit to the Commission and recommended her for the July 1st appointment, and Ms. Ryan for the immediate appointment.

Council Member Kriebs agreed with Council Member Garcia's assessments and strongly supported filling all vacancies tonight.

Mayor Pro Tem agreed with Council Member Garcia's recommendation.

Council Member Parkhurst agreed with the two nominees, but recommended reversing the order, for Ms. Ryan to serve in the partial term and Ms. Lim to start in July.

Council Member Garcia agreed with Council Member Parkhurst.

Mayor Arizmendi thanked the City Council for their input.

Action:

Mayor Arizmendi appointed Vicky Ryan to the partial term, effective immediately and ending in June 2023.

Mayor Arizmendi appointed Jessica Lim to the term which will begin serving on July 1, 2021.

Council Member Kriebs suggested that Ms. Lim be included in Environment, Energy and Natural Resource Committee business informatively until July.

Library Board of Trustees Appointment

Mayor Arizmendi opened the Public Comment

Leigh Gluck

Applicant

Ms. Gluck expressed her desire to volunteer within the City after serving at the schools. She said that she is a voracious reader who uses the library services often. Ms. Gluck stated that she would like to keep the library strong and moving forward.

Laura Palmer

Applicant

Ms Palmer stated that she is a lifetime resident and also fourth grade teacher at Sierra Madre Elementary. She spoke of the importance of the library, as it is sometimes the only resource that children have. She stated that the facility is great for afterschool tutoring and weekend meetings. Ms. Palmer stated that she would like to bring the library into the 20th century and expressed a desire to work with the stakeholders to do so.

Lynne Mallya

Applicant

Ms. Mallya thanked the City Council for their consideration. She expressed a desire to foster growth and development, and enhance the Library's presence and significance. She stated that she wants to be part of the decision process for the Library's future, and feels qualified to do so by her work as a mediator and a longtime resident.

Catherine Addé

Applicant

Ms. Addé stated that she had been a Library Board of Trustee nine years ago. She stated that she has been on the "One Book, One City" committee and has written book reviews for the Friends of the Library. She pointed out that the Library existed prior to the incorporation of the City. She ended with the quote "A library in the middle of a community is a cross between an emergency exit, a life-raft and a festival. They are cathedrals of the mind; hospitals of the soul; theme parks of the imagination."

Susan Gallagher

Applicant

Dr. Gallagher stated that she is qualified based on education and experience. She has volunteered for the Library in a number of capacities for a number of years. She thanked the City Council for their consideration.

Discussion

Mayor Pro Tem Goss felt that this is a very impressive group, with a breadth of longevity and expertise. He felt that Ms. Gallagher is a "Class act" who has been involved in the Library forever and would be a tremendous addition to the board. He stated that he would also put Ms. Addé in the same category. Mayor Pro Tem Goss also felt that there would be a benefit to having a teacher on the board. Mayor Pro Tem recommended appointment of Dr. Gallagher, Ms. Addé and Ms. Palmer.

Council Member Kriebs felt that this is a great group of candidates. She felt that she would like to see new people and their perceptions to add perspective. Council Member Kriebs confirmed that she could attest to Ms. Gluck's organizational skills from personal experience. She also vocalized support for Ms. Palmer for the July appointment. Council Member Kriebs appreciates the contributions of Dr. Gallagher and Ms. Addé, but recommends expanding the network.

Council Member Parkhurst stated that in his conversations with the applicants, he asked the following questions: 1) What is your future vision for the Library? 2) What does a 21st century Library look like? 3) How do you work with other organizations? 4) What do you see as the Library's short term needs? Council Member Parkhurst stated that based on the candidates answers to those questions, he would recommend Ms. Mallya for the immediate opening, and Ms. Gluck and Dr. Gallagher for the other positions.

Council Member Garcia stated that he felt that Dr. Gallagher is highly qualified based on her education, and that she is organized, articulate and up on current events. He recommended Dr. Gallagher for the immediate opening. Council Member Garcia stated that Ms. Palmer has been an asset and has brought great energy to the Community Foundation and felt that she would bring a fresh perspective to the Library Board. Council Member Garcia noted that Ms. Gluck has done a lot of work behind the scenes and felt that she would make a smooth transition from school based volunteer to community based volunteer.

Mayor Arizmendi thanked the Council for their input and acknowledged that this is a very difficult decision given the high caliber of people.

Action: Mayor Arizmendi appointed Dr. Susan Gallagher to the partial term effective immediately. Mayor Arizmendi appointed Ms. Laura Palmer and Ms. Catherine Addé to the term which will begin in July.

NEW ITEMS PLACED FOR FUTURE AGENDAS:

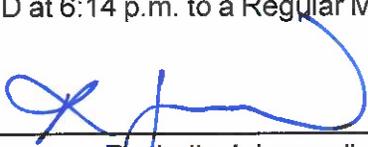
Mayor Arizmendi asked the Council Members if there are any new items for future meeting agendas

Mayor Pro Tem Goss requested that the Council consider the possibility of returning to outdoor meetings.

ADJOURNMENT:

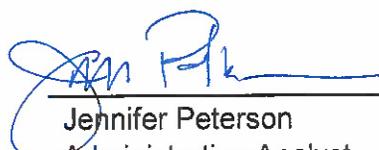
Mayor Arizmendi adjourned the meeting at 6:14 p.m.

THIS SIERRA MADRE CITY COUNCIL MEETING WAS ADJOURNED at 6:14 p.m. to a Regular Meeting to be held on February 9, 2021.



Rachelle Arizmendi, Mayor

Minutes taken and prepared by:



Jennifer Peterson
Administrative Analyst

Minutes reviewed by:



Laura Aguilar
Acting City Clerk