

**AGENDA  
REGULAR MEETING  
SIERRA MADRE CITY COUNCIL**

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

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



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

*Sue Spears, City Treasurer*

The Brown Act provides the public with an opportunity to make public comments at any public meeting; As an alternative, public comment may be made by e-mail to [PublicComment@CityofSierraMadre.com](mailto: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](http://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, Mayor Pro Tem Lowe, Council Member Garcia, Council Member Goss, Council Member Kriebs

## **PLEDGE OF ALLEGIANCE AND INSPIRATION**

Mayor Robert Parkhurst

## **APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

## **REPORT OUT FROM CLOSED SESSION**

No Closed Sessions held during the period of May 13, 2025 to May 27, 2025

## **APPROVAL OF MEETING MINUTES**

Approval of May 13, 2025 City Council meeting minutes.

## **APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

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

## **MAYOR AND CITY COUNCIL REPORTS**

Reporting of Council Members' activities related to City business.

## **PUBLIC PARTICIPATION CODE OF CONDUCT**

The 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.

## **PRESENTATIONS**

### **1. ANNOUNCEMENT OF SIERRA MADRE LIBRARY BOOKMARK CONTEST WINNERS**

### **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*

### **3. UPDATE FROM CITY STAFF REGARDING MUNICIPAL ELECTRIC VEHICLE FLEET**

## **ACTION ITEMS**

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

## **CONSENT**

### **a) CONSIDERATION OF RESOLUTION 25-32 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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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](http://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.*