

**AGENDA
REGULAR MEETING
SIERRA MADRE CITY COUNCIL,
SUCCESSOR AGENCY, AND
PUBLIC FINANCE AUTHORITY**

Tuesday, March 12, 2019

6:30 pm

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

*Denise Delmar, Mayor
John Harabedian, Mayor Pro Tem
Rachelle Arizmendi, Council Member
John Capoccia, Council Member
Gene Goss, Council Member*

*Sue Spears, City Clerk
Michael Amerio, City Treasurer*



PUBLIC COMMENT

The Council will listen to the public on any item 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. Each speaker will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate City Council action.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA:

Persons wishing to speak on any item on the agenda will be called 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.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Time shall be devoted to audience participation early on the agenda.

**CALL TO ORDER/ROLL CALL
MEMBERS OF THE CITY COUNCIL**

Mayor Delmar, Mayor Pro Tem Harabedian, Council Member Arizmendi, Council Member Capoccia, and Council Member Goss

**PLEDGE OF ALLEGIANCE AND
INVOCATION/INSPIRATION**

Mayor Pro Tem Harabedian

APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

REPORT OUT FROM CLOSED SESSION

City Attorney report from the closed session.

APPROVAL OF MEETING MINUTES

Approval of City Council minutes from the Regular meeting on February 26, 2019.

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the agenda

ACTION ITEMS

1. CONSENT

- a) **ADOPTION OF RESOLUTION 19-07 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS**

Recommendation that the City Council approve Resolution 19-07 for approval of payment of City warrants in aggregate amount of \$397,110.68; Library warrants in the aggregate amount of \$3,551.51, and payroll transfer in the aggregate amount of \$309,098.78 for the fiscal year ending June 2019.

- b) **SECOND READING OF ORDINANCE 1409: AMENDMENT TO SIERRA MADRE MUNICIPAL CODE SECTION 2.04.000 "GENERAL MUNICIPAL ELECTION" MOVING THE CITY'S GENERAL MUNICIPAL ELECTIONS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY OF EACH EVEN-NUMBERED YEAR BEGINNING NOVEMBER 2020**

Recommendation that the City Council read by title only, and adopt Ordinance 1409 amending Section 2.04.000 "GENERAL MUNICIPAL ELECTION" of the Sierra Madre Municipal Code (SMMC) moving the date of the City's General Municipal Elections to the first Tuesday, after the first Monday in November of each even-numbered year, beginning in November 2020.

PUBLIC HEARING

2. **AMENDMENT TO THE CAPITAL IMPROVEMENT PLAN: PROPOSED USE OF FACILITY FEES FOR ELIGIBLE PROJECTS**

Recommendation that the City Council authorize expenditures from development impact fees pursuant to California Government Code Sections 66000 through 66008 and increase the fiscal year 2018-2019 budget by the amounts indicated in the itemized list provided in the staff report.

DISCUSSION

3. **CONSIDERATION OF REQUEST TO MOVE THE DATE OF THE CITY COUNCIL RE-ORGANIZATION TO THE FIRST REGULARLY SCHEDULED MEETING IN APRIL**

Recommendation that the City Council approve a change to the scheduled reorganization from April 23, 2019 to April 9, 2019.

4. **WATERWORKS COMMUNITY ADVISORY BOARD STATUS UPDATE**

Recommendation that the City Council direct staff to discontinue recruitment for the WaterWorks Community Advisory Board and direct staff to work directly with WaterWorks to provide necessary improvements to the municipal pool in the amount of \$40,000.00

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.

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, and during normal business hours at City Hall, 232 W. Sierra Madre Blvd. and at the Sierra Madre Public Library, 440 W. Sierra Madre Blvd.

LIVE BROADCASTS

Regular City Council meetings are broadcasted 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 Public Hearing at this same place on Tuesday, March 26, 2019.



CITY OF SIERRA MADRE
CITY COUNCIL REGULAR MEETING MINUTES

SIERRA MADRE CITY COUNCIL
SUCCESSOR AGENCY AND
PUBLIC FINANCE AUTHORITY

Tuesday, February 26, 2019 - 6:30 pm

Sierra Madre City Hall Council Chambers
232 W. Sierra Madre Blvd., Sierra Madre, CA 91024

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Denise Delmar called the meeting to order at 6:31 p.m. City Clerk Sue Spears called the roll.

Present: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, and Council Members Rachele Arizmendi, John Capoccia, and Gene Goss

Absent: None

Also Present: Gabe Engeland, City Manager
Holly Whatley, Assistant City Attorney
Laura Aguilar, Assistant City Clerk
Chris Cimino, Director of Public Works
Edward Delcoure, Police Lieutenant
Vincent Gonzalez, Planning & Community Preservation Director
Miguel Hernandez, Human Resources Manager
Joe Ortiz, Police Chief
Rebecca Silva-Barrón, Community Services Manager
Sue Spears, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Mayor Delmar led the Pledge of Allegiance, spoke about today being “National Tell a Fairy Tale Day”, and wished everyone a happy ever after.

APPROVAL OF AGENDA AS PRESENTED:

Mayor Delmar asked for a motion to approve the agenda as presented.

Council Member Goss moved to approve the agenda as presented.

Mayor Pro Tem Harabedian seconded the motion to approve the agenda as presented.

Ayes: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, Council Members Rachele Arizmendi, John Capoccia, and Gene Goss

Noes: None

The motion to approve the agenda as presented was passed unanimously.

REPORT ON THE CLOSED SESSION SPECIAL MEETING

Assistant City Attorney Whatley reported that there was no Closed Session Special Meeting.

APPROVAL OF MINUTES:

Mayor Delmar asked for the approval of the Minutes of the Regular Council Meeting of February 12, 2019.

Council Member Arizmendi moved to approve the Minutes of the Regular Council Meeting of February 12, 2019 as presented.

Mayor Pro Tem Harabedian seconded the motion to approve.

Ayes: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, and Council Members
Rachelle Arizmendi, John Capoccia, and Gene Goss

Noes: None

Absent: None

Abstain: None

The motion to approve the Minutes of the Regular Council Meeting of February 12, 2019 as presented was passed unanimously.

MAYOR AND CITY COUNCIL REPORTS:

- A. Mayor Denise Delmar did not make a report.
- B. Mayor Pro Tem John Harabedian reported that he attend the Little League Opening last Saturday and that it was a great event.
- C. Council Member Rachelle Arizmendi reported that she also attended the Little League Opening and that there were over 300 participants this year, which includes close to 80 Tee Ball participants, and almost all are Sierra Madre residents.
- D. Council Member John Capoccia reported that (1) he is the SM representative to Collaborate Pasadena (includes Altadena, Pasadena, and Sierra Madre), which is dedicated to improving outcomes for children, and that it is now run by Pacific Oaks College, (2) he attended an event today at John Burroughs High School in Pasadena to help students prepare resumes, and (3) there will be a Mission Match Job Fair this Friday involving companies that are actively hiring.
- E. Council Member Gene Goss did not make a report.

PRESENTATION – SIERRA MADRE POLICE DEPARTMENT ANNUAL REPORT

Police Chief Ortiz introduced Police Lieutenant Delcoure who reported on this item, which included a PowerPoint titled, "Sierra Madre Police Department 2018." The main topics were as follows:

- Burglaries & Thefts – Comparing - 2017 to 2018, there was an increase in the following: Residential Burglaries (20/23) and Automobile Burglaries from Locked Vehicles (5/13). There

was a decreased in the following: Commercial Burglaries (4/2) and Thefts from Unlocked Vehicles (18/17).

- Community Engagement – Increased community outreach initiatives include a stronger presence on social media, neighborhood watch programs, “Coffee/Cookies with a Copy” programs, visiting area businesses, and being more engaging in the community.
- Employee Accountability – Multiple measures are used to maintain a high level of service performance, including Leadership Training, tactical Skills, Active Shooter Simulation Training, a Drug and Alcohol Recognition Program, and implementation of a Homeless Assistance Resource Team. Officers are equipped with the latest video equipment for their vehicles and receive monthly trainings and annual evaluations.
- Investigations – In 2018, 786 cases were investigated with the following results: Active 4%, Cleared 42%, Closed 30%, Inactive (no new leads, but case still open) 19%, and Unfounded 5%.
- Productivity – Fully staffed & equipped department. The National Council for Home Safety and Security recently conducted a study and determined that Sierra Madre is the 5th safest city in California.
- Response Time – In 2018, there were 716 Priority Calls with an average response time of 2 minutes 28 seconds (23 seconds quicker than in 2017). There were 14,416 Non-Priority Calls with an average response time of 3 minutes 23 seconds (10 seconds quicker than in 2017).
- Traffic – Comparing 2017 to 2018, traffic collisions decreased from 85 to 36 (a 72% reduction), due to increased traffic enforcement, especially in “hotspots” for collisions and traffic violations. There was an increase in citations from 613 (2017) to 1,450 (2018).
- 2019 Department Goals – Include (1) becoming a model for 21st Century small town policing by operating more efficiently and effectively, (2) increasing the professional development of all SMPD personnel, (3) increasing employee retention, (4) reducing Part 1 crimes and decrease the number of traffic collisions that occur within the entire city limits, and (5) improving efforts of community engagement, along with internal and external communication.

Mayor Delmar asked if any Member of the Council had questions on the report.

In response to a question by Council Member Capoccia, Lieutenant Delcours said that the number of burglaries are sporadic and that Sierra Madre’s slight increase in 2018 (20 to 23) is similar to what has occurred in neighboring cities.

Council Member Capoccia commended the SMPD on reducing the response times for both Priority and Non-Priority calls.

Council Member Goss concurred and thanked Lieutenant Delcours for his 15 years of service to the SMPD.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Mayor Delmar opened the meeting for Public Comment on items not on the agenda.

- David Gordon, Sierra Madre Playhouse, said that (1) the Sierra Madre Playhouse's latest production, "Tuesdays with Maury," is running until the end of March, (2) "Stuart Little" opens March 11 as part of the Playhouse's Field Trip Series, and (3) the program is specially tailored for children, there will be 40 performances, and 3,100 will attend.
- Steve Stafford, Temple City, said that (1) he suggests that Sierra Madre explore fire response service from Pasadena and (2) burglaries are up in Temple City as well.
- Darlene Papa, Sierra Madre, expressed her concern with the traffic on Montecito Avenue (between Auburn, Windsor, and Baldwin).

Mayor Delmar asked if anyone else would like to come forward to speak on items not on the agenda. Seeing no one come forward, Mayor Delmar closed Public Comment.

AGENDA ACTION ITEMS:

1. CONSENT CALENDAR:

City Clerk Spears gave the following reports under the Consent Calendar:

- a) ADOPTION OF RESOLUTION 19-06 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS – Recommendation that the City Council approve Resolution 19-06 for approval of payment of City warrants in aggregate amount of \$143,966.59; Library warrants in the aggregate amount of \$2,299.11, and payroll transfer in the aggregate amount of \$324,047.90 for the fiscal year ending June 2019.

Mayor Delmar asked if any Member of the Council had questions on Consent Item 1a. Council Members did not ask any questions.

Mayor Delmar opened the meeting for Public Comment on the Consent Item 1a. Seeing no one, Mayor Delmar closed Public Comment and brought the matter back to the Council for discussion. No additional discussion occurred.

Council Member Arizmendi made a motion to approve Consent Items 1a as presented.

Council Member Capoccia seconded the motion for approval.

Ayes: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, and Council Members Rachele Arizmendi, John Capoccia, and Gene Goss

Noes: None

Absent: None

Abstain: None

The motion to approve Consent Calendar Items 1a as presented was passed unanimously.

2. DISCUSSION – CONSIDERATION TO CONVEY CONSERVATION EASEMENTS ON CITY-OWNED PROPERTIES TO THE SIERRA MADRE MOUNTAIN CONSERVANCY – Recommendation that the City Council provide direction.

City Manager Engeland reported on this item, which is that the Sierra Madre Mountain Conservancy is requesting the City Council to place a conservation easement on 10 City-owned properties and

convey the conservation easement to the Sierra Madre Mountain Conservancy. He said that (1) the properties are inaccessible and unbuildable, (2) the conveyance of a conservation easement to the Sierra Madre Mountain Conservancy will continue and further the City Council's goals of open space preservation, and (3) the City does not contemplate any additional risk or liability by placing and conveying a conservation easement on these properties. Staff is recommending that the City Council provide Staff with direction. Alternative actions included the following:

- a. The City Council may place a conservation easement on the properties and convey the easement to the Sierra Madre Mountain Conservancy.
- b. The City Council May choose to provide Staff with direction to develop a policy for the type(s) of properties and easements the City should accept and/or convey and evaluate this proposal under the new policy.

Mayor Delmar asked if any Member of the Council had questions on this item.

Council Member Capoccia requested clarification regarding which 10 properties are being considered. Caroline Brown, President, Sierra Madre Mountain Conservancy, attempted to explain which lots were included in viewing the map included in the Staff Report.

Council Member Capoccia expressed that he does not fundamentally understand the value of creating this conservation easement and granting that easement to the Sierra Madre Mountain Conservancy, given that these lots have not been touched since eternity. Ms. Brown said that it shows, going forward, the stewardship mission statement on the part of the SM Conservancy and the City.

Council Member Capoccia asked why this proposal is coming now, given that the City has owned this property forever and the Conservancy has been in existence since 1989. Ms. Brown said that this is a work in progress.

In response to a question by Council Member Capoccia regarding the property zoning, City Manager Engeland said that the property is in the Canyon Zone and that it is a debris basin for flood management.

In response to a question by Council Member Capoccia as to why this is not already zoned as open space, given that none of this is unbuildable, City Manager Engeland said (1) that the property is inaccessible through a road that dead ends, then goes through a fence through private property and (2) a debris basin is not considered open space when considering the General Plan, which is speculation on his part as this was done before his time with Sierra Madre.

Ms. Brown stated that the reason why the SM Conservancy maintains a separation from the City of Sierra Madre is that people can not get tax benefits by giving land to the City, but that they can get tax benefits by giving the property to a 501(c)(3) organization, which the SM Conservancy is.

In response to a question by Mayor Pro Tem Harabedian regarding the easement after the conveyance to the Conservancy, Asst. City Attorney Whatley confirmed that there is an easement on City-owned land that the Conservancy holds, it gets recorded against the property, the Conservancy holds the easement and they hold the rights to enforce that easement.

In response to a question by Mayor Pro Tem Harabedian regarding City liability after the easement, Asst. City Attorney Whatley said that there would be no change in the City's liability. City Manager

Engeland added that (1) the liability would remain with the City, (2) the no public access is to remain as is, (3) this essentially gives away any development rights on the property, and (4) any type of construction on the property that is not in the form of public safety communications or the like would have to go through the conservancy for approval.

Council Member Capoccia asked whether there is any potential to have open space access to that area that is useful. City Manager Engeland responded that the City would not under any circumstances allow general public access to this area, as this is a debris basin.

Council Member Goss asked to hear more about how the SM Conservancy and those living in the City benefits when the SM Conservancy can make the case that it is actively participating in conservation activities and not dormant. Ms. Brown explained that (1) having the SM Conservancy allowed it to receive \$3.1M in grant monies in 1966, (2) the SM Conservancy's current activity is stewardship and that is the case for the pieces of property being discussed, (3) a conservancy can falter by not seeing that the conservation easement is adhered to, and (4) the SM Conservancy conducts yearly surveys of all these pieces of property and conduct tours for City Staff

Mayor Delmar asked if anyone would like to come forward to comment on this item. Seeing no one, Mayor Delmar closed Public Comment and brought the matter back to the Council for discussion.

In response to a question from Council Member Capoccia as to why there was no Staff recommendation for this issue, City Manager Engeland said that (1) the City does not have a written policy with established criteria that Staff can use to make a recommendation and (2) is viewing this request as the Sierra Madre Mountain Conservancy appealing directly to the City Council.

Council Member Capoccia expressed that he sees no compelling argument to do this and asked if there was one. City Manager Engeland said (1) there is a need to create a policy and then rate this request under the new policy, (2) it really depends on what the City Council feels the overarching goals is, (3) that he does not see a negative in putting conveyance on the property, and (4) the property is inaccessible, unbuildable, and this will not change.

Discussion occurred and there was consensus (1) to approve the request as presented, as there is no downside at this time, (2) that there is a need for the City to have a written policy with which to evaluate such easement requests and, (3) of the City Council's support of the Sierra Madre Conservancy in its work.

Mayor Delmar provided Staff with direction to create an Easement Policy.

Council Member Arizmendi made a motion to convey the conservation easements on City-owned properties as presented to the Sierra Madre Mountain Conservancy.

Council Member Goss seconded the motion.

Ayes: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, and Council Members Rachele Arizmendi, John Capoccia, and Gene Goss

Noes: None

Absent: None

Abstain: None

The motion to convey the conservation easements on City-owned properties as presented to the Sierra Madre Mountain Conservancy was passed unanimously.

3. DISCUSSION – STATE AND DISTRICT SALES TAX MEASURE(S) AND STATUTORY LIMITS – Recommendation that the City Council provide direction.

City Manager Engeland reported on this item regarding whether the City Council should consider a sales tax in order to stop the LA County (District) from permanently foreclosing on all future sales tax initiatives that included a PowerPoint presentation, titled “District Sales Tax Collection.” A summary of which follows:

- Sales Tax Limit
 - State Tax Cap = 10.25%
 - District Tax Cap = 2.0%

- Current Collections
 - State = 7.25% (3% remaining)
 - District = 2.25% (.75% remaining, 1% exempted by State – Measures M & R)

- LA County (District) Tax History
 - Since 2008, LA County voters have passed 10 of 11 proposed taxes.
 - Meaning that, when LA County puts a tax forward for vote, it passes.

- Current Sales Tax Collection
 - Sierra Madre is a donor to both the State and LA County
 - For every dollar collected at the State level, Sierra Madre retains 20 cents.
 - For every dollar collected at the LA County level, Sierra Madre retains 77.5 cents.
 - Overall, for every dollar collected locally, only 33.6 cents is retained locally.

- Sierra Madre Sales Tax Collection – Sierra Madre retains:
 - 33.6% of all sales tax collected in City
 - 20.0% of all sales tax collected at the State level
 - 77.5% of all sales tax collected at the LA County (District) level

City Manager cited that some cities are declaring a financial emergency in order to get a tax proposal on the ballot. He said that Sierra Madre is not currently in a financial emergency and that is not something that Staff would recommend. City Manager Engeland declared that, based on the history of LA County and how frequently and successfully it is with passing tax initiatives, the mantra that Staff is adopting is “that we all hate taxes, but that we hate local taxes the least”. He said that, without this option (local sales tax increase on the ballot), this and future Sierra Madre City Councils will no longer have it as an option to pass to retain a local sales tax.

Mayor Delmar clarified that the issue before the City Council today is to consider putting a sales tax on a future ballot that Sierra Madre does not really need now but might in the future. City Manager Engeland added that it would be a sales tax to stop the LA County machine from taking more sales tax monies from Sierra Madre.

Mayor Delmar asked if any Member of the Council had questions on this item.

In response to a question from Council Member Capoccia regarding other cities that have passed a sales tax and are at the 10.25% limit, City Manager Engeland said that there are cities that are at

the 10.25% limit but that he does not have a list at this time. He said that Pasadena is already at the 10.25% limit and that Arcadia, Duarte, Glendora, Monrovia, and San Gabriel are all currently considering putting a sales tax initiative on the ballot and that.

City Manager Engeland added that Staff considered having a sales tax and not collecting it, but that the City Attorney reviewed the matter and said that would not be advisable or legal. He said that the question is really “when the tax rate goes up (which it will), where does the tax dollars go – LA County or locally?”.

In response to a question from Mayor Delmar regarding whether Sierra Madre residents pay the Homeless Tax, City Manager Engeland said yes, but that none of those dollars are retained in Sierra Madre.

In response to a question by Mayor Pro Tem Harabedian as to how soon this could be on the ballot, City Manager Engeland said that there are two options under State law, (1) an act of government putting the sales tax measure on ballot, then it has to be an election when local representatives are being elected, currently this is April 2020, but could be November 2020 if Agenda Item #4 passes or (2) citizen initiative, which could be a special election or coordinate with a State or LA Countywide election prior to 2020, the earliest date would be November 2019.

In response to a question by Mayor Pro Tem Harabedian regarding what happens if two tax initiatives on a ballot both pass, City Manager Engeland stated that if both pass and the total tax rate exceeds the District limit, both parties have to get together to negotiate who is going to collect what percentage. He said that if the parties do not agree, then it is determined by a higher authority.

In response to a question by Council Member Arizmendi regarding coordinating with other cities that may be having a special election, City Manager Engeland said that coordination would be done to bring down the costs, which would be done through LA County.

Council Member Capoccia had questions regarding the intent of the South Coast Air Quality Management District (South Coast AQMD) regarding having a tax proposal on a future ballot. Derrick Alatorre, Deputy, Executive Officer, Legislative, Public Affairs & Media, South Coast AQMD, said that the South Coast AQMD does not currently have a voting district and that the CA Legislature (with Governor signature) would have to give the authority to the South Coast AQMD to form/create a voting district (from four neighboring counties). Once the voting district is created, the South Coast AQMD can give those voters the opportunity to vote on whether they want to support funding for clean air projects.

In response to a question from Mayor Delmar regarding the South Coast AQMD’s intent to put a .5% sales tax initiative to the voters in the future, Mr. Alatorre implied that the answer is yes, though it may be from a citizen initiative. He said that the proposed legislation is to exempt that sales tax initiative from the newly formed voting district from the cap.

City Manager Engeland said that there is information that a second homeless initiative will be on a future ballot.

In response to a question from Mayor Pro Tem Harabedian regarding the test for a city to declare a fiscal emergency, City Manager Engeland that there is no such test or independent audit/review of the books required, it is the unanimous vote of the City Council that makes that determination. He said that, absent a physical test, it would be difficult for Staff to make a recommendation that the

City is having a fiscal emergency. City Manager Engeland added that every city has fiscal pressures and that Sierra Madre chooses to respond to them differently. He said that some tax payer watch groups have indicated that they will challenge cities who declare a fiscal emergency.

In response to a question by Council Member Arizmendi, City Manager Engeland affirmed that a special election for a local tax can only be put on the ballot in the case of a declaration of fiscal emergency or a citizens' initiative of the voters.

Mayor Delmar opened the meeting for Public Comment on this item. Seeing no one, Mayor Delmar closed Public Comment and brought the matter back to the Council for discussion.

Discussion occurred and Council Members concurred with having Staff explore this issue further and bring back options to the City Council for consideration. Council Members expressed frustration that sales tax monies paid in Sierra Madre are benefitting other government agencies.

Mayor Delmar provided Staff with direction to come back to the City Council with options.

4. **CONSIDERATION OF AMENDMENT TO SIERRA MADRE MUNICIPAL CODE SECTION 2.04.000 "GENERAL MUNICIPAL ELECTION" MOVING THE CITY'S GENERAL MUNICIPAL ELECTIONS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER OF EACH EVEN-NUMBERED YEAR BEGINNING NOVEMBER 2020 - Recommendation that the City Council read by title only, and adopt Ordinance 1409 amending Section 2.04.000 "GENERAL MUNICIPAL ELECTION" of the Sierra Madre Municipal code moving the date of the City's General Municipal Elections to the first Tuesday, after the first Monday in November of each even-numbered year, beginning in November 2020.**

Assistant City Clerk Aguilar reported on this item. The City Council has already approved consolidation with LA County beginning in November 2022. Staff is requesting that the City Council approve the first reading, by title only, of Ordinance 1409 amending SMMC 2.04.000 "General Municipal Elections", moving the City's General Municipal Elections to the first Tuesday, after the first Monday in November of each even-numbered year beginning in November 2020. Asst. City Clerk Aguilar said that the reason for this is that the election consultant used by the City (as well as other election consultants) have gone out of business and that it would be cost prohibitive moving forward regarding ballot printing, ballot tabulation, poll worker training, guidance with legal filing, and other related items to the conduction of an election.

Mayor Delmar asked if any Member of the Council had questions on this item.

Council Member concurred that moving the date up to November 2020 is better because they are all affected.

In response to a question by Council Arizmendi regarding 3rd party election consultants and the associated costs, Asst. City Clerk Aguilar said that no additional 3rd party election consultants have been identified and that the amount paid in the April 2018 election was approximately \$56,000.

Mayor Delmar noted that she and Council Members Arizmendi and Goss have already agreed to extend their terms and asked if Mayor Pro Tem Harabedian or Council Member Capoccia would agree to have their terms extended as well. Both responded in the affirmative. Asst. City Clerk Aguilar added that conducting the election alone would be cost prohibitive, require the City to hire additional staff and buy the necessary, and would far exceed what is paid to LA County if Sierra Madre consolidates its elections.

Mayor Delmar opened the meeting for Public Comment on this item.

- Steve Stafford, Temple City, said that Temple City voted to consolidate its elections that is better.

Mayor Delmar asked if anyone else would like to come forward to speak on this item. Seeing no one, Mayor Delmar closed Public Comment and brought the matter back to the Council for discussion.

Discussion occurred and there was consensus among the Council that there was no other option other than to approve the ordinance and move forward. The issue of the terms of Mayor and Mayor Pro Tem will be brought up at a future City Council Meeting. Mayor Delmar said that the City Council is not discussing the issue tonight, but that she is recommending that the City Council reorganization meeting be held on April 9, 2019, so that all City Council members can attend.

Council Member Capoccia made a motion to read by title only and adopt Ordinance 1409 as presented.

Council Member Goss seconded the motion to adopt.

Ayes: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, and Council Members Rachelle Arizmendi, John Capoccia, and Gene Goss

Noes: None

Absent: None

Abstain: None

The motion to read by title only and adopt Ordinance 1409 as presented was passed unanimously.

NEW ITEMS PLACED FOR FUTURE AGENDA:

Mayor Delmar asked the members of the City Council if there are any new items for future meeting agendas.

Council Members did not suggest any new items. Mayor Delmar asked that the Montecito Avenue traffic issue be on a future agenda.

ADJOURNMENT:

Mayor Delmar asked for a motion to adjourn.

Council Member Goss made a motion to adjourn the meeting.

The motion to adjourn was seconded by Council Member Capoccia.

Ayes: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, and Council Members Rachelle Arizmendi, John Capoccia, and Gene Goss.

Noes: None

Absent: None

Abstain: None

The motion to adjourn was passed unanimously.

THIS SIERRA MADRE CITY COUNCIL REGULAR MEETING WAS ADJOURNED at 8:26 p.m. to a Regular Meeting to be held on Tuesday, March 12, 2019, in the Sierra Madre City Hall Council Chambers.

Denise Delmar, Mayor

Minutes taken and prepared by:

Sue Spears, City Clerk

RESOLUTION NUMBER 19-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
APPROVING CERTAIN DEMANDS**

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 \$397,110.68; Sierra Madre Library Warrants in aggregate amount of \$3,551.51 and Payroll Transfer in the aggregate amount of \$309,098.78 for the fiscal year ending June 30, 2019.

APPROVED AND ADOPTED this 12th day of March, 2019.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 19-07 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 12th day of March, 2019.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

FOR CITY COUNCIL AGENDA _____

AGENDA ITEM# 1A

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of March 12, 2019**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants	\$397,110.68
Sierra Madre Library Warrants	\$3,551.51
Payroll Transfer.....	\$309,098.78

Warrant Register 3/12/17**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY 1819	Manual Warrants	182,571.16	1
FY 1819	General Warrants - Utility Bills	2,796.52	2
FY 1819	General Warrants	211,743.00	3-5
	Total	397,110.68	

FY 1819	Library Warrants	3,551.51	6
	Total	3,551.51	

Date: 3/7/2019	Payroll #5 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	309,098.78	
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Packet: APPKT04458 - MAN22519

Check Date: 02/26/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 60003 - INT SVC FND - TECHNOLOGY					
VEN03195	GREATAMERICA FINANCIAL SERVICES				
APBWEST	Check	24241010	LASERCARE HP MFP	60003.30000.53210	421.16
Fund 60003 Total:					421.16
Fund: 71000 - WATER ENTERPRISE FUND					
VEN03051	T A RIVARD INC				
APBWEST	Check	IN#5-1567a	Retention for Invoice #; PO 19-01671	71000.00000.23500	-4,230.00
		IN#7-1567	Retention Payment for PO 19-01671	71000.00000.23500	144,080.00
		IN#5-1567	2018-19 Water Main replacement Project Spc #1	71000.81100.56011	42,300.00
Fund 71000 Total:					182,150.00
Report Total:					182,571.16



Packet: APPKT04472 - UB31219

Check Date: 03/04/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN02792	FRONTIER CALIFORNIA INC				479.03
APBWEST	Check	INVO24132	209-151-5743-051199-5 Service 2/28 - 3/27	10000.50000.55005	240.70
		INVO24133	310-001-5763-0151199-5 Service 2/28 - 3/27	10000.50000.55005	139.32
		INVO24141	310-169-9845-061906-5 Service 2/16- 3/15	60003.30000.55005	99.01
VEN03086	GC PIVOTAL LLC				1,557.52
APBWEST	Check	10380601	Backup Internet	60003.30000.52200	1,557.52
0942	TELEPACIFIC COMMUNICATIONS				82.64
APBWEST	Check	2012507	PD Pay Phone	10000.50000.55005	82.64
1439	TIME WARNER CABLE				677.33
APBWEST	Check	0179789021719	LA County ISD Wan Service 2/27 - 3/26	10000.50000.52200	287.37
		0192683021719	CL Modem Service 2/25 - 3/24	10000.90000.52200	199.98
		0192691021719	RC Modem Service 2/25 - 3/24	60003.30000.52200	189.98
Report Total:					2,796.52



Packet: APPKT04471 - GEN31219
Vendor Set: 01 - Vendor Set 01

Check Date: 03/04/2019

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	Vendor Total
<u>0109</u>	AIRGAS USA							50.70
	APBWEST	Check		9959691861	RENTAL CYLINDER SMALL OXYGEN	71000.81100.53200	50.70	
<u>1644</u>	AMAZON							11,857.97
	APBWEST	Check		111-0198816-790342	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	1,792.13	
				111-0824220-371462	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	419.00	
				111-1441043-364820	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	461.89	
				111-3923735-315821	Ergonomic Foot Rest	60002.30000.53100	20.79	
				111-5705386-282666	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	678.47	
				111-5879139-307864	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	1,575.70	
				111-6277999-157860	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	27.96	
				111-7907438-229784	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	207.93	
				111-7907438-229784	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	104.00	
				111-8160215-994342	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	483.99	
				111-8726491-292101	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	200.68	
				111-9219770-649622	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	879.71	
				113-1361201-601782	Hart Park House Supplies	10000.70000.53999	51.21	
				113-5706985-650184	Hart Park House Supplies	10000.70000.53999	33.92	
				114-1147232-954982	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	373.80	
				114-1905658-538505	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	3,244.68	
				114-5062142-260424	Toner for Color Printer and Other Supplies	37006.72000.53999	831.74	
				114-8812289-577623	Special Event Supplies	37003.70000.53999	470.37	
<u>0859</u>	AQUA METRIC							63,064.71
	APBWEST	Check		DIR000063	Water meter purchase installation infrastructure	71000.81100.56011	900.00	
				INV0072521	Water meter purchase installation infrastructure	71000.81100.56011	61,580.06	
				INV0072522	Water meter purchase installation infrastructure	71000.81100.56011	3,505.33	
				SCM000106	Credit for Scrap Meters	71000.81100.53209	-2,920.68	
<u>VEN02961</u>	ARAMARK UNIFORM & CAREER APPAREL GROUP INC							1,402.71
	APBWEST	Check		5339975679	FY 18-19 UNIFORM - T-SHIRT	60001.83200.53303	288.49	
				533993077	FY 18-19 UNIFORM - T-SHIRT	60001.83200.53303	80.63	
				533993078	FY 18/19 JANITORIAL SUPPLIES	60001.83200.53200	288.34	
				534010425	FY 18-19 UNIFORM - T-SHIRT	60001.83200.53303	87.94	
				534010426	FY 18/19 JANITORIAL SUPPLIES	60001.83200.53200	288.34	
				534027814	FY 18-19 UNIFORM - T-SHIRT	60001.83200.53303	80.63	
				534027815	FY 18/19 JANITORIAL SUPPLIES	60001.83200.53200	288.34	
<u>VEN03209</u>	ARROW LIFT OF CALIFORNIA							8,458.30
	APBWEST	Check		190130DG1	Elevator repair	60001.83200.52301	8,458.30	
<u>VEN02312</u>	ASSA ABLOY ENTRANCE SYSTEM							271.73
	APBWEST	Check		SEI/01246131	Maintenance services	60001.83200.53200	271.73	
<u>1206</u>	B & H SIGN CO.							2,299.51
	APBWEST	Check		17860	Huck Finn Banner	37003.70000.53999	1,067.63	
				17863	Mt. Wilson Trail Race Banner	37003.70000.53999	1,231.88	
<u>1200</u>	BLUE DIAMOND MATERIALS							867.85
	APBWEST	Check		1413356	Sheet Asphalt	71000.81100.53206	108.00	
				1413431	Emulsion Buckets/Sheet Asphalt	71000.81100.53206	163.59	
				1413528	Sheet Asphalt	71000.81100.53206	108.00	
				1417446	Emulsion Buckets/Sheet Asphalt	10000.83500.53206	160.24	
				1418331	Sheet Asphalt	10000.83500.53206	109.68	
				1418412	Emulsion Buckets/Sheet Asphalt	10000.83500.53206	218.34	
<u>1487</u>	BOB WONDRIES FORD							981.92
	APBWEST	Check		577674	Repair Vehicle #2103	60000.83100.53208	981.92	
<u>0146</u>	BYRD INDUSTRIAL ELECTRONICS							720.48
	APBWEST	Check		202-19	CARTER PUMP STATION	71000.81100.56011	720.48	
<u>0169</u>	CITY ELECTRIC SUPPLY							82.96
	Check			PDA/008177	FY 18-19 ELECTRICAL SUPPLIES/ FACILITY	60001.83200.53200	12.66	

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	PDA/008277	FY 18-19 ELECTRICAL SUPPLIES/ FACILITY	60001.83200.53200	70.30
0171			CLINICAL LABORATORY OF SAN BERNARDINO, INC.		1,854.00
APBWEST	Check	966978	Water samples	71000.81100.52200	1,854.00
0636			CYNTHIA SIRLIN		187.20
APBWEST	Check	INV024129	Tai Chi Ch'uan Lessons	10000.77000.52200	187.20
VEN03180			DICKS AUTO SUPPLY		239.57
APBWEST	Check	163982	Vehicle maintenance supplies	60000.83100.53208	98.21
		165036	Vehicle maintenance supplies	60000.83100.53208	141.36
1462			FASCHING'S CAR WASH		104.70
APBWEST	Check	January 2019 Charges	FY 18-19 BLANKET PO	10000.50000.52302	104.70
VEN02778			FORMLA LANDSCAPING INC		833.33
APBWEST	Check	31081	FY 18-19 CITY HALL LANDSCAPE MAINTENANCE	10000.83300.52200	833.33
VEN02311			FRAZER LTD		216.48
APBWEST	Check	64787	Converter-Power, Intel Power, 3A	60000.83100.53208	216.48
VEN01613			GANAHL LUMBER COMPANY		206.09
APBWEST	Check	141126724	Street Maintenance Supplies	10000.83500.53205	205.06
		141128346	Street maintenance Supplies	10000.83500.53205	39.14
		CM141124150	Return	10000.83500.53205	-38.11
0567			GENERAL PUMP COMPANY		1,978.00
APBWEST	Check	26907	WELL MAINTENANCE AND INSPECTION	71000.81100.56011	1,978.00
0243			HOSE MAN		88.77
APBWEST	Check	2359393-0001-02	Vehicle Maintenance Supplies	60000.83100.53208	88.77
VEN01500			INLAND WATER WORKS SUPPLY CO.		2,106.54
APBWEST	Check	S1019681.004	Distribution supplies	71000.81100.53200	598.97
		S1019699.007	Distribution supplies	71000.81100.53200	405.15
		S1020737.001	Distribution supplies	71000.81100.53200	848.63
		S1020837.001	Distribution supplies	71000.81100.53200	253.79
0937			INTERSTATE BATTERY SYSTEM OF		1,734.80
APBWEST	Check	50144246	Vehicle #3389	60000.83100.53208	137.34
		50144332	Vehicle #2094	60000.83100.53208	272.49
		50144455	Vehicles #5112 and PD GEM	60000.83100.53208	596.00
		50144471	Vehicles #2106, 2095, 5200	60000.83100.53208	728.97
0260			JOBS AVAILABLE		45.00
APBWEST	Check	INV024130	Anual Renewal	60007.70100.53409	45.00
1717			LACMTA		220.00
APBWEST	Check	103342	Senior Disable Tap Cards	37006.72000.52200	36.00
		103342A	Senior Disable Tap Cards	37004.70000.52001	184.00
0277			LIEBERT CASSIDY WHITMORE		1,879.00
APBWEST	Check	1473776	FY 18-19 Legal Services Billing	60007.70100.52201	908.50
		7095	SB 1421 Webinar	60007.70100.52205	75.00
		INV024128	Library Membership	60007.70100.53409	895.50
0291			MATT-CHLOR, INC.		132.50
APBWEST	Check	21670	PARTS FOR PM KITS AND A-300 CHECK VALVES	71000.81100.53209	132.50
VEN03229			MICHAEL BAKER INTERNATIONAL INC		3,960.00
APBWEST	Check	1039687	Planning consultant	10000.40000.52200	3,960.00
1278			MICHAEL E POWERS & ASSOC INC.		600.14
APBWEST	Check	6585	Sofa Table	60001.83200.53200	600.14
VEN03250			NATHALIA FLORES		31.21
APBWEST	Check	INV024127	AFSS March 2019 Quarterly Meeting	10000.61000.53402	31.21
1642			NBS		6,000.00
APBWEST	Check	1190000143	Downtown Business Assesment District Consult:	32006.83000.52200 32007.83000.52200	3,000.00 3,000.00
0321			PARKHOUSE TIRE, INC.		41.61
APBWEST	Check	1010657067	FY 18-19 Tire Purchase and Labor	60000.83100.53208	41.61
VEN01608			PHOENIX GROUP INFORMATION SYSTEMS		2,378.77
APBWEST	Check	012019200	FY 18-19 BPO- PARKING CITATION SVCS	10000.50000.52200	2,378.77
VEN02202			PINNACLE PETROLEUM INC		22,208.30
APBWEST	Check	0186782	FY 18/19 FUEL PURCHASE	60000.83100.55001	19,513.95
		0186783	FY 18/19 FUEL PURCHASE	60000.83100.55001	2,694.35
1483			PRO PRINTING INC		111.69
APBWEST	Check	50211	Business Cards T. Onderdonk/L/ Castillo	10000.50000.53102	111.69

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
0267	REGIONAL TAP SERVICE CENTER				95.00
APBWEST	Check	6008569	January 2019 TAP	37004.70000.52001	95.00
0552	RKA CONSULTING GROUP				3,805.00
APBWEST	Check	28464	FY 18-19 Street Improvement project design	38012.83500.56010	3,805.00
VEN01670	ROGERS, ANDERSON, MALODY & SCOTT, LLP				8,750.00
APBWEST	Check	59856	FY 18-19 BPO -AUDIT SVCS	60002.30000.52100	8,750.00
1443	SHRED-IT USA LLC				579.63
APBWEST	Check	8126586714	FY 18-19 BLANKET PO	10000.50000.52200	579.63
VEN03199	SO CAL MAILING SERVICES				1,166.96
APBWEST	Check	62641	FY18-19 BPO- MAILING AND WATER BILLING	71000.32000.53101	1,166.96
0381	SOUTHEAST CONSTRUCTION PRODUCT				138.52
APBWEST	Check	1902-183928	FY 18/19 CONSTRUCTION MATERIAL	10000.83500.53206	88.15
		1902-188999	FY 18/19 CONSTRUCTION MATERIAL	10000.83500.53206	50.37
VEN02444	SUPERIOR COURT OF CA, CO OF L. A.				2,094.50
APBWEST	Check	740A January 2019 Ac	FY 18-19 BPO- REVENUE DISTRIBUTION	10000.50000.52200	2,094.50
VEN02863	THE COUNSELING TEAM INTERNATIONAL				300.00
APBWEST	Check	71486	Psychological Assessment	60007.70101.52100	300.00
0403	TRIANGLE TRUCK PARTS				234.53
APBWEST	Check	331613	Vehicle maintenance supplies Vehicle #5123	60000.83100.53208	234.53
1799	TYLER TECHNOLOGIES INC				13,383.32
APBWEST	Check	025-250903	FY 18-19 BPO Annual Maint Fees	60003.30000.52200	12,970.82
		025-251405	FY 18-19 BPO MONTHLY FEES	71000.32000.52200	180.00
				72000.32000.52200	45.00
		025-251672	Sensus Analytics	71000.00000.43028	187.50
VEN03034	VALBRIDGE PROPERTY ADVISORS				6,200.00
APBWEST	Check	3490a	Property appraisal	10000.40000.52200	6,200.00
VEN03241	WALTERS WHOLESALE ELECTRIC CO				6,500.00
APBWEST	Check	S112289039.001	Tennis court lights	10000.83300.53001	4,262.34
		S112289039.003	Tennis court lights	10000.83300.53001	2,237.66
0425	WILLDAN ASSOCIATES				27,292.10
APBWEST	Check	002-20524	Plan Check and Inspection services	10000.40000.52100	27,292.10
1053	WITTMAN ENTERPRISES, LLC				2,434.22
APBWEST	Check	1901056	Ambulance Billing Service	10000.64000.52200	2,434.22
VEN02951	YOHTEK CORP				1,100.00
APBWEST	Check	YOHTEK INV-2062	FY 18-19 BPO-AUVIK NETWORK	60003.30000.52200	550.00
		YOHTEK INV-2065	FY 18-19 BPO-AUVIK NETWORK	60003.30000.52200	550.00
1094	ZUMAR INDUSTRIES, INC.				452.68
APBWEST	Check	82129	Park Maintenance Supplies	10000.83300.53001	452.68
Report Total:					211,743.00



Packet: APPKT04470 - LB31219
Vendor Set: 01 - Vendor Set 01

Check Date: 03/04/2019

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>1644</u>	AMAZON						
APBWEST	Check			111-1876074-121704	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	8.80
				111-5331459-635542	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	26.26
				111-9670495-617224	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	36.07
				111-0186025-243542	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	5.46
				111-0134167-666743	Just one Catch: A Bio of J. Heller	10000.90000.53406	8.83
<u>0132</u>	BAKER & TAYLOR, INC.						
APBWEST	Check			4012462158	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	10.44
				4012459642	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	9.04
				4012467342	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	37.61
				4012459641	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	188.57
				4012462157	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	372.20
				4012467341	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	824.29
<u>0145</u>	BRODART						
APBWEST	Check			522260	Library Supplies	10000.90000.53100	109.58
<u>VEN03254</u>	SHOWCASES						
APBWEST	Check			310443	Office Supplies	10000.90000.53100	33.33
Fund 10000 Total:							1,670.48
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND							
<u>1644</u>	AMAZON						
APBWEST	Check			111-2946521-831300	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	38.82
				111-1758592-666183	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	132.88
				111-4714475-745383	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	97.87
				111-2415073-793542	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	7.11
				111-7437844-058825	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	13.06
				111-8406484-041862	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	32.84
				111-4809341-062021	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	21.88
<u>0132</u>	BAKER & TAYLOR, INC.						
APBWEST	Check			4012426115	Martian Chronicles	39006.90000.53406	20.82
				T99528703	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	24.62
				T99528701	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	58.38
				T98795890	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	24.62
				T99528700	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	49.44
				T99528702	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	10.53
				4012458786	Other purchased supplies	39006.90000.53999	44.20
<u>VEN03152</u>	NANCY EVANS DANCE THEATRE						
APBWEST	Check			1002	Community Outreach: Performance 4/13/19	39006.90000.53999	500.00
<u>VEN01043</u>	OVERDRIVE INC						
APBWEST	Check			01148CO19030146	eBooks (2018-19)	39006.90000.53406	803.96
Fund 39006 Total:							1,881.03
Report Total:							3,551.51



City of Sierra Madre Agenda Report

Denise Delmar, Mayor
John Harabedian, Mayor Pro Tem
Rachelle Arizmendi, Council Member
John Capoccia Council Member
Gene Goss, Council Member

Sue Spears, City Clerk,
Michael Amerio, City Treasurer

TO: Honorable Mayor Delmar and Members of the City Council

FROM: Gabe Engeland, City Manager *GE*

INITIATED BY: Laura M. Aguilar, Assistant City Clerk *LA*

DATE: March 12, 2019

SUBJECT: SECOND READING OF ORDINANCE 1409: AMENDMENT TO SIERRA MADRE MUNICIPAL CODE SECTION 2.04.000 "GENERAL MUNICIPAL ELECTION" MOVING THE CITY'S GENERAL MUNICIPAL ELECTIONS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY OF EACH EVEN-NUMBERED YEAR BEGINNING NOVEMBER 2020

RECOMMENDATION

It is recommended that the City Council read by title only, for second reading, and adopt Ordinance 1409 amending Section 2.04.000 "GENERAL MUNICIPAL ELECTION" of the Sierra Madre Municipal Code (SMMC) moving the date of the City's General Municipal Elections to the first Tuesday, after the first Monday in November of each even-numbered year, beginning in November 2020.

ALTERNATIVES

1. The Council may approve the second reading, by title only, of Ordinance 1409 amending SMMC 2.04.000 "General Municipal Elections", moving the City's General Municipal Elections to the first Tuesday, after the first Monday in November of each even-numbered year, beginning in November 2020.
2. The Council may request additional information and direct that this matter be placed on a future agenda.

SUMMARY

At the February 26, 2019 City Council meeting, the Council read Ordinance 1409 for first reading, by title only. Ordinance 1409 amends SMMC 2.04.000 titled "General

SECOND READING OF ORDINANCE 1409: AMENDMENT TO SIERRA MADRE MUNICIPAL CODE SECTION 2.04.000 "GENERAL MUNICIPAL ELECTION" MOVING THE CITY'S GENERAL MUNICIPAL ELECTIONS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY OF EACH EVEN-NUMBERED YEAR BEGINNING NOVEMBER 2020

March 12, 2019

Page 2 of 2

Municipal Election" to consolidate the City's General Municipal Election to the first Tuesday, after the first Monday of even-numbered years, beginning November 2022 in accordance with State Bill (SB) 415 signed into law by Governor Brown on September 1, 2015.

ANALYSIS

In accordance with SB 415 the City Council adopted Ordinance 1387 consolidating the City's General Municipal Elections to the first Tuesday, after the first Monday in November of each even-numbered year, beginning in November 2022.

Since SB 415 was enacted most cities throughout the State have gradually consolidated within their respective counties. This has caused many election consultants to go out of business, including Martin and Chapman, which the City has used for election services for over 20 years. A third-party election consultant would be necessary for any future municipal elections; however, most have gone out of business since SB 415 was enacted.

Staff is recommending the City Council adopt Ordinance 1409 amending SMMC 2.04.000 to consolidate the City's General Municipal Elections to the first Tuesday, after the first Monday in November of each even-numbered year, beginning in November 2020, two years earlier than previously approved.

FINANCIAL REVIEW

The fiscal impacts associated with this item are unknown at this time. Election costs vary based on the number of agencies consolidating in a particular election, number of candidates, number of polling sites, etc. It is possible that elections costs could decrease as more jurisdictions have consolidated with statewide elections.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

Attachment:
Ordinance 1409



City of Sierra Madre Agenda Report

Denise Delmar, Mayor
John Harabedian, Mayor Pro Tem
Rachelle Arizmendi, Council Member
John Capoccia, Council Member
Gene Goss, Council Member

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor Delmar and Members of the City Council

FROM: Colby Konisek, Finance Director 

REVIEWED BY: Gabe Engeland, City Manager 

DATE: March 12, 2019

SUBJECT: Amendment to the Capital Improvement Plan:
Proposed Use of Facility Fees for Eligible Projects

Background

The City of Sierra Madre imposes development impact fees under authority granted under Sections 66000 through 66008 of the California Government Code. These fees, known as Public Facility Fees (“fees”), are charged to mitigate the effects of development on the city’s public facilities. The fees were developed through a fee study process performed by MuniFinancial Services in 2006 and are periodically updated based on the Construction Cost Index. Annual reporting on the receipt and expenditure of the fees is required under Section 66006 of the California Government Code. Facilities Fees are accumulated until sufficient funds are available for projects to mitigate the impacts of development on city facilities.

Some or all of the proposed projects will commence during FY2018-19 and may transcend to fiscal year FY2019-20 and beyond.

Financial Review

Ten projects with costs totaling \$1,009,500 are shown in the descriptive tables in Attachments A. An analysis showing the flow of funds for the projects as they bear on the fee categories is shown in Attachment B. Starting with a projected balance of \$1,371,372, and after the use of the fees assigned by project and fee category, the remaining unspent fee funds balance will be \$361,872. This balance is before the collection of new fees, the use of fees for new projects beyond the scope of this project list, and additional interest income.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize the spending from the applicable Development Fee Funds, and to increase the FY2018-19 budget by an amount corresponding to the total cost of the projects listed in the staff report attachments.

ALTERNATIVES

1. Provide staff with another direction.

PUBLIC NOTICE PROCESS

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Attachments(s): Attachment A: Eligible Projects by Facilities Fee Category
Attachment B: Funds Flow for Eligible Projects

Public Facility Fee Categories

The City has seven categories of Public Facilities Fees. They include General Government, Library, Public Safety, Parks, Transportation, Water and Sewer fees. Fees are charged based on the type of development such as single-family, multi-family or non-residential uses. The following pages outline the proposed projects for each of the facilities categories that are proposed during FY2019-20. It is likely that some of the projects will not start until the FY2019-20 and timelines may transcend into future years, depending on the size and scope of the project. and beyond. The following sections show the project titles and estimated cost for each of the seven categories.

Presentation of Projects by Facilities Fee Category

General Government

The purpose of the General Government Public Facility Fee is to ensure that new development funds its fair share of general government facilities. Revenues are used to finance construction, expansion, and to upgrade public facilities. General government facilities include, but are not limited to, government administrative offices, city-owned vehicles, and city storage facilities.

Projects

Description	Cost
City Hall ADA Compliant Restrooms	\$28,000
Upgrade Council Chambers, General Seating, ADA Access Areas, Carpeting and AV Equipment	\$30,000
Emergency Operations Room Carpet	\$9,000
Total	\$67,000

Library

The purpose of the Library Public Facility Fee is to ensure that new development funds its fair share of library facilities. Revenue is used to help fund expanded library facilities and for other projects to serve new development.

Projects

Description	Cost
No Projects	
Total	\$0

City of Sierra Madre
Proposed Capital Projects by Facility Fee Category

Public Safety

The purpose of the Public Safety Facility Fee is to ensure that new development funds its fair share of public safety facilities. Facilities include both police and fire facilities. Revenue is used to expand public safety facilities including fire suppression apparatus, police vehicles, public safety communication systems and for other projects to serve new development.

Projects

Description	Cost
Debt Service Funds for Fire Engine	\$50,000
Total	\$50,000

Parks and Parkland (Quimby)

The purpose of the Park and Parkland Public Facility Fee is to ensure that new development funds its fair share of park facilities. Revenue is used to expand park facilities and for other projects to serve new development in order to maintain a standard of 3.0 acres per 1,000 residents.

Projects

Description	Cost
No projects	
Total	\$0

Transportation

The purpose of the Transportation Public Facility Fee is to ensure that new development funds its fair share of street and transportation facilities. Revenue is used to fund improvements to the street network, increase the number of local transit stops and for other projects to serve new development.

Projects

Description	Cost
Road Resurfacing	\$200,000
State Mandated Traffic Study	\$15,000
Total	\$215,000

City of Sierra Madre
Proposed Capital Projects by Facility Fee Category

Water

The purpose of the Water Public Facility Fee is to ensure that new development funds its fair share of the water facilities. Revenue is used to expand reservoir capacity, groundwater pumping capacity and pipeline size and for other projects to serve increased demand by new development.

Projects

Description	Cost
Maintenance Yard Office Expansion (50%)	\$57,250
AMI Metering Project	\$103,000
Vacuum Cleaning Truck	\$160,000
Total	\$320,250

Sewer

The purpose of the Sewer Public Facility Fee is to ensure that new development funds its fair share of the sewer facilities. Revenue is used to increase the size of the current sewer lines and for other projects to serve increased demand by new development.

Projects

Description	Cost
Maintenance Yard Office Expansion (50%)	\$57,250
Vacuum Cleaning Truck	\$300,000
Total	\$357,250

Grand Total, All Projects:	\$1,009,500
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City of Sierra Madre Development Fees
 Funds Flow of Eligible Projects, 2018-19 & Beyond

	General Government	Library	Public Safety	Parks (Quimby)	Transportation	Water	Sewer	Total
Sources								
Facility Improvements	\$67,806	\$35,196						\$103,002
Vehicle			\$53,009					\$53,009
Kersting Ct				\$315,027				\$315,027
Parking Lot resurfacing, stripping					\$218,634			\$218,634
AMI						\$319,579		\$319,579
Combo-Truck							\$356,932	\$356,932
Fund Balance, 6/30/18	\$67,806	\$35,196	\$53,009	\$315,027	\$218,634	\$319,579	\$356,932	\$1,366,184
Estimated Interest as of December 31, 2018:	\$1,019	\$113	\$170	\$1,012	\$702	\$1,026	\$1,146	\$5,188
Estimated available funds as of December 31, 2018	\$68,825	\$35,309	\$53,179	\$316,039	\$219,337	\$320,605	\$358,078	\$1,371,372
Proposed Uses								
General Government								
City Hall ADA Restrooms	\$28,000							\$28,000
Upgrade Council Chambers, General Seating and ADA Access	\$30,000							\$30,000
Emergency Operations Room Carpet	\$9,000							\$9,000
Public Safety								
Debt Service Funds for Fire Engine			\$50,000					\$50,000
Transportation								
Road Resurfacing					\$200,000			\$200,000
State Mandated Traffic Study					\$15,000			\$15,000
Water & Sewer								
Maintenance Yard Office Expansion						\$57,250	\$57,250	\$217,500
AMI Project						\$103,000		\$563,000
Sewer								
Vacuum Cleaning Truck						\$160,000	\$300,000	\$460,000
Total Proposed Projects	\$67,000	\$0	\$50,000	\$0	\$215,000	\$320,250	\$357,250	\$1,009,500
Estimated available funds as of June 30, 2019:	\$1,825	\$35,309	\$3,179	\$316,039	\$4,337	\$355	\$828	\$361,872



City of Sierra Madre Agenda Report

Denise Delmar, Mayor
John Harabedian, Mayor Pro Tem
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John Capoccia Council Member
Gene Goss, Council Member

Sue Spears, City Clerk,
Michael Amerio, City Treasurer

TO: Honorable Mayor Delmar and Members of the City Council

FROM: Gabe Engeland, City Manager *GE*

INITIATED BY: Jennifer Peterson, Administrative Analyst *JP*

REVIEWED BY: Laura M. Aguilar, Assistant City Clerk *LMA*

DATE: March 12, 2019

SUBJECT: CONSIDERATION OF REQUEST TO MOVE THE DATE OF THE CITY COUNCIL RE-ORGANIZATION TO THE FIRST REGULARLY SCHEDULED MEETING IN APRIL.

RECOMMENDATION

It is recommended that the City Council accept and approve a motion to move the scheduled reorganization from April 23, 2019 to April 9, 2019

ALTERNATIVES

1. The Council may approve the rescheduling of the City Council reorganization, therefore moving the date from April 23, 2019 to April 9, 2019.
2. The Council may choose to leave the date of the City Council reorganization unchanged.
3. The Council may reschedule the meeting to any other date of their choosing.

SUMMARY

At the February 26, 2019 City Council meeting, a request was made by Mayor Delmar that the Council consider rescheduling the reorganization from the regularly scheduled date of April 23, 2019 to April 9, 2019.

ANALYSIS

In accordance with Sierra Madre Municipal Code 02.04.020, the City Council shall reorganize and select one of its members as mayor and one as mayor pro tempore at

CONSIDERATION OF REQUEST TO MOVE THE DATE OF THE CITY COUNCIL RE-ORGANIZATION TO THE FIRST REGULARLY SCHEDULED MEETING IN APRIL.

March 12, 2019

Page 2 of 2

its second regularly scheduled meeting in April of every year or at any other time as that the City Council shall direct.

The Council may, at its discretion, reschedule the reorganization and selection of the Mayor and Mayor Pro Tempore, should the need arise. The request made by Mayor Delmar would allow all members of the City Council the opportunity to be present and participate in the Council reorganization. If the Council is not able to reschedule, Council Member Arizmendi would not be able to be present at the April 23, 2019 due to other commitments.

Staff is recommending the City Council approve the request to move the regularly scheduled Council reorganization to the first meeting in April, to be held on April 9, 2019.

FINANCIAL REVIEW

There is no financial impact associated with this request.

PUBLIC NOTICE PROCESS

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*Denise Delmar, Mayor
John Harabedian, Mayor Pro Tem
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John Capoccia, Council Member
Gene Goss, Council Member*

City of Sierra Madre Agenda Report

*Sue Spears, City Clerk
Michael Amerio, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Rebecca Silva-Barrón, Community Services Manager 

REVIEWED BY: Gabriel Engeland, City Manager 

DATE: March 12, 2019

SUBJECT: **WATERWORKS COMMUNITY ADVISORY BOARD STATUS UPDATE**

STAFF RECOMMENDATION

Staff seeks Council direction to 1) Discontinue the search for community members and Waterworks users to form the Community Advisory Board (CAB) due to lack of interest; and 2) Allow the City staff to work directly with Waterworks on necessary improvements and approve an allocation of \$40,000 to fund said improvements.

SUMMARY

At the Council Meeting of September 25, 2018, staff brought a proposal for the development of the Community Advisory Board (CAB) to Council per the requirements of the lease agreement. Further, Staff presented a strategy for implementation of a mission statement, program improvement; and improving the user experience at the pool facility.

Staff formalized the volunteer applications which were distributed to Waterworks for outreach to individuals who expressed interested in serving on the CAB. Additionally, city team members also published information and applications through the Village View Newsletter, city website, and social media outlets (i.e. Facebook).

To date, the City has not received any applications or inquiries from interested community members in serving on the Community Advisory Board (CAB).

ANALYSIS

As part of the agreement between the City and Waterworks, as the Lessee, Waterworks is required to maintain the volunteer CAB. In an effort to help establish this community

WATERWORKS COMMUNITY ADVISORY BOARD STATUS UPDATE

March 12, 2019

Page 2 of 3

board, the City and Waterworks agreed to begin by reducing the membership from seven (7) to five (5) members as follows:

- 2 General Pool Users who are also Sierra Madre Residents
- 1 Sierra Madre Swim Lesson Family Representative
- 1 Community Services Department Staff Person
- 1 Waterworks Staff Person

Given the lack of interest and response from the community, staff is recommending that instead the City work with Waterworks directly on any necessary improvements of the facility and use the \$40,000 currently approved in the fiscal year 2018-19 budget for this purpose. Please see Exhibit A for a list of recommended improvements as suggested by Waterworks pool users and Waterworks Staff in 2018.

Furthermore, staff recommends an amendment to the procedures for any community oversight or advisory boards in any future lease agreements or extension. Waterworks, which is due for consideration of renewal later this year, may submit a letter of intent to the City requesting an extension by October 1, 2019. The current contract termination date is September 30, 2020.

FINANCIAL REVIEW

The City has budgeted funds for pool improvements in the FY 2018-2019 budget which may be used to assist in the implementation of the recommendations of the CAB.

The City is only responsible for capital improvements under the terms of the lease.

Any advisement or suggestions on projects requiring City funds, would first be reviewed, and then approved by the Community Services Commission and City Council, if necessary.

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ATTACHMENT:

Exhibit A - Facility Improvement Suggestions (Surveyed by Waterworks, June 2018)

Waterworks Facility Improvement Suggestions

Exhibit A

Name :	Email / Phone :	Suggestion :	
Anonymous	n/a	Indoor Heating esp. in Changing Rooms	
Anonymous	n/a	Whole Building Renewed - Rebuild w/ Heater & A/C	
Laura Diaz	626-824-7754	Heaters in Facility - Shower / Locker Room	
Anonymous	n/a	Hot Showers	
Jen Duerksen	714-746-1469	Outdoor Heater For Parents	
Jennifer Say	jensay@gmail.com	Swim Suit Dryers, pool heater that doesn't fail, filtration system that doesn't fail, PA system that is clearer during swim meets; a cleaning system that requires less manual labor & shaded seating for swim meets...	
Yazmin Trefey	626-824-4931	Hook in one shower stall loose and turns upside down while holding items	
Anonymous	n/a	Partner with YMCA - work together towards kids lessons/discounts or one lump price per month	
Anonymous	n/a	Towel Dryer / Cabinet Space(?)	
Carlos Diaz	626-960-9703	Dryer for Towels / Swim Suits	
De Francisco Family	n/a	Overall Upkeep of changing rooms - looks outdated. Suit Dryer	
Anonymous	n/a	Heat Lamps Outside, more permanent covering for rain	
Nicole Harwell	928-386-0763	Heaters and Suit / towel dryer(s)	
Cynthia Gonzalez	626-482-5664	Heat in office and bathrooms, Hooks in shower stalls, Monthly Rate for aerobics (like Lap Swim), Outdoor Heaters	
Anonymous	n/a	Update Men's Showers - wants more privacy instead of openly sharing and a swim suit dryer	
Annie Wang	626-628-4310	Big Shed(?) for parents to hide during strong winds, rain or being burnt by sun on 100+ degree days	

Waterworks Facility Improvement Suggestions

Exhibit A

Margaret Fortmeier	n/a	Suit Dryer, more seating around pools and shade, more rubber mats for floors in locker rooms	
Anonymous	n/a	NEW Building / "looks tacky"	
Anonymous	n/a	coffee / tea for parents / patrons	
Christina Kathol - Miller	626-353-0324	more seating for swim comps; Clearer PA system during meets, longer curtains in shower	
Anonymous	n/a	"Bathing Suit Dryer, Please!"	
Anonymous	n/a	Swimsuit Dryer	
Rose Litty	omalitty@gmail.com	Installing Heat Lamps inside dressing rooms/right outside doors	
Anonymous	n/a	New Bench for break room very wobbly	
Anonymous	n/a	coffee / tea, Warm outside heater, indoor heating	
Betty Glass	jglass1001@aol.com	Please put heat in the locker rooms	
Guisela Calderon	guiz079@gmail.com	Blow Dryers would be great for the girls...	
Laurie Silton	626-826-5443	Heaters inconsistent... Locker Room Heaters... more consistent vacuuming, deep cleaning of algae/mold...	
Anonymous	n/a	More Family - Changing Areas...	
Anonymous	n/a	We want pool heaters, deck heat lamps...	
Anonymous	n/a	1. AC Units 2. Swim Suit Dryer! 3. Heaters around the shower area! 4. Much better working Wifi	
Anonymous	n/a	A swim suit dryer would be awesome, unless you go home straight away you have to carry wet swim wear around.	