



CITY OF SIERRA MADRE
CITY COUNCIL REGULAR MEETING MINUTES

SIERRA MADRE CITY COUNCIL
SUCCESSOR AGENCY AND
PUBLIC FINANCE AUTHORITY

Tuesday, March 10, 2020 - 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 John Capoccia called the meeting to order at 6:30 p.m. City Clerk Sue Spears called the roll.

Present: Mayor John Capoccia, Mayor Pro Tem Rachelle Arizmendi, and Council Members Gene Goss and John Harabedian

Absent: None

Also Present: Gabe Engeland, City Manager
Aleks Giragosian, Deputy City Attorney
Laura Aguilar, Assistant City Clerk/Administrative Services Manager
Henry Amos, Acting Police Chief
Brent Bartlett, Fire Captain
James Carlson, Management Analyst
Chris Cimino, Public Works Director
Vincent Gonzalez, Director of Planning & Community Preservation
Miguel Hernandez, Human Resources Manager
Clair Lin, Associate Planner
Christine Smart, City Librarian
Sue Spears, City Clerk
Joshua Wolf, Assistant Planner

PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Pro Tem Arizmendi led the Pledge of Allegiance and spoke in honor of her father-in-law, Filiberto Arizmendi II, who passed this past Sunday after fighting cancer by (1) thanking all of the medical and health care professionals who helped ease his life in his last few days and (2) assuring others who are fighting cancer or have family members/friends fighting cancer that there are great medical professionals and organizations, as well as family and friends, that can provide support as well.

APPROVAL OF MEETING AGENDA

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

Council Member Harabedian proposed to move Item #4 – *Discussion of Potential Development at 700 N. Sunnyside (Mater Dolorosa Passionist Retreat Center)* to immediately follow Public Comment on Non-Agenda Items. Council Member Goss seconded the proposal. The proposal to amend the agenda was passed by a unanimous vote.

Council Member Harabedian moved to approve the agenda as amended.

Council Member Goss seconded the motion.

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

Noes: None

Absent: None

Abstain: None

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

APPROVAL OF MINUTES

Mayor Capoccia asked for the approval of the Minutes of the Regular Council Meeting of February 25, 2020.

Mayor Capoccia stated that he had previously submitted to City Clerk Spears changes of a couple of items on the minutes.

Council Member Harabedian moved to approve the Minutes of the Regular Council Meeting of February 25, 2020, as amended.

Mayor Pro Tem Arizmendi seconded the motion.

- Ayes: Mayor John Capoccia, Mayor Pro Tem Rachelle Arizmendi, and Council Members Gene Goss and John Harabedian
- Noes: None
- Absent: None
- Abstain: None

The motion to approve the Minutes of the Regular Council Meeting of February 25, 2020, as amended was passed by a unanimous vote.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mayor Capoccia opened the meeting for Public Comment on items not on the agenda. Seeing no one come forward, Mayor Capoccia closed Public Comment.

AGENDA ACTION ITEM:

1. **DISCUSSION - POTENTIAL DEVELOPMENT AT 700 N SUNNYSIDE (MATER DOLOROSA PASSIONIST RETREAT CENTER)**

City Manager Engeland reported on this item with the recommendation that the City Council review and discuss the presentation from Staff and provide direction. The presentation from Staff included a PowerPoint, titled "*Potential Development of Monastery Property 3-10-20*", and included the following information:

| |
|--|
| <p><u>Summary</u></p> <ul style="list-style-type: none"> • The Monastery has a legal right to develop its private property as Institutional zoning. • The City has a legal obligation to allow lawful development. • Discussion will not be "if" or "when" the property is developed. • The question is "how" will the development occur, as Institutional zoning or residential zoning? • New State laws increase uncertainty around potential development such that it is unclear if the City can rezone the property to limit/reduce density. • The current City Code also increases uncertainty. |
| <p><u>Potential Concessions by Developer</u></p> <ul style="list-style-type: none"> • Set aside and fund an approximately 3.5+/- acre "turnkey" park (17.5% +/- of entire development site & fund on-going park maintenance in perpetuity). • Fund select improvements to Bailey Canyon Park. • Donate acreage behind the Monastery to the City (45 +/- acres). • Ensure low resource demand/environmentally friendly design (i.e. NetZero, Solar, LID compliance, etc.). • Agree to low-density development of no more than 45 single family homes (less than allowable in R1, R3, R3H, & I). |
| <p><u>Potential Concessions by City</u></p> <ul style="list-style-type: none"> • Provide dedicated Staff for plan review. • Fix/freeze application costs at today's established levels. • Amend zoning of property to R1 from Institutional or negotiate for R1 standards if rezone is not allowed. • Enter into a development agreement to vary standards (lot coverage, square footage of homes, setbacks). |

Mayor Capoccia asked if any Council Members had questions on this item. City Manager Engeland responded to Council Member questions.

Mayor Capoccia opened this item for Public Comment by explaining why the City is at this point in discussions for the development of the Monastery, as it was always the intent of the Monastery to monetize the property, and the City does not have sufficient funds to buy the property outright. He assured people that what is being presented today is not the final solution and that the City Council is initiating this issue by bringing it forth to the public in a very transparent process. Mayor Capoccia stated that this is the first opportunity for the public to weigh in and that the City Council is asking for the public's help in providing new ideas/suggestions that can assist the City Council to negotiate what is in the best interest of the City of Sierra Madre as a whole community.

Names were called in the order that the yellow Speaker Cards were submitted. The following people spoke (listed in order of speaking):

- Joseph Sanders, Pasadena & Past Chairman of the Board of Directors of the Mater Dolorosa Passionist Retreat Center (Mater Dolorosa), read a statement on behalf of Cameron Thorton, another Past President of the Board of Directors of the Mater Dolorosa
- Ed Roohan, Altadena & Chairman of the Board of Directors of the Mater Dolorosa
- Father Bruno D'Souza, Sierra Madre & Local Leader of the Mater Dolorosa
- John Brosio, Sierra Madre
- John Howell, Pasadena
- Melinda Howell, Seal Beach
- Steve Stafford, Temple City
- Ron Coleman, Sierra Madre
- Father John Rockenbach, Sierra Madre
- Jean Warlick, Altadena & works at Mater Dolorosa
- Michael Cunningham, Sierra Madre
- Father Michael Higgins, Sierra Madre & Mater Dolorosa Staff
- Deborah Ross, Sierra Madre
- Jean Bardenheier, Sierra Madre
- Deb Sheridan, Sierra Madre
- Heather Allen, Sierra Madre
- David Banis, Sierra Madre
- Barbara Cline, Sierra Madre
- Carol Parker, Sierra Madre
- David Gordon, Sierra Madre
- Tom Clark, Pasadena & Sierra Madre business owner
- Heather Banis, Arcadia

Mayor Capoccia asked if anyone else would like to speak on this item. Seeing no one, Mayor Capoccia closed Public Comment and asked City Manager Engeland to respond to questions/issues raised during Public Comment.

City Manager Engeland explained/responded to those questions/issues in great detail. He reiterated that:

1. The Passionists have a legal right to sell/develop the property as a private property transaction and can choose the developer themselves.
2. A ballot measure would not eliminate that right.
3. The Passionists would not be bound by a vote of the public.
4. The Passionists have explored other options/uses when considering disposition of the property and determined them not to be profitable, as those other options/uses would not exceed what the Passionists could receive from the sale of the property.
5. The Passionists and City have discussed a total of four bullet points each and this is coming forward much earlier than he anticipated for the purpose of allowing residents, Boards, Commissions, neighbors, impacted property owners, and others to give input.
6. Part of the goal of the negotiations is to limit development.
7. The City cannot negotiate a development agreement that is contrary to State law but can negotiate a development agreement that limits the total maximum number of lots.
8. Residents could initiate a parcel tax initiative but would have to follow the petition process themselves.

9. Any development will require the input of and determination by traffic engineers as part of the EIR CEQA process, not by Staff.
10. The Passionists have indicated a willingness to not take the highest bidder, concluding that they can monetize the 45 acres that they are willing to donate to the City at any time. They can get the value of that by donating the development rights and instead they are waiting to give it to the City.
11. If the Passionists were strictly interested in selling to the highest bidder, they would not be in discussions with the City about concessions of a 3 ½ acre park or improvements at Bailey Canyon Park because that is not something that they have to provide.
12. There is a balance between the Passionists, who have legal rights and a mission, and the City.
13. The greatest constrain on the City is that the Passionists currently have a legal right to develop the property as Institutional zoning and the City is required to allow that without concession.
14. What we are talking about now is a negotiation for an Institutional zoned property, which is denser and more impactful or negotiation for Residential zoned property that is less dense and less impactful.
15. There is no outcome where the property will remain as open space.

Mayor Capoccia made the following comments:

1. The City does not profit from this or any other transaction, as everything the City has is owned by the people who live in Sierra Madre and, for every dollar coming to the City, the City Council tries to spend it in the City's and community's best interest.
2. There is no such thing as the City making money from anything that happens in Sierra Madre. City Manager England affirmed that comment.
3. The original Monastery was demolished after the June 1991 earthquake and would have been rebuilt by the Passionists had it been advantageous to do so, which did not occur. The current existing building is the Monastery Retreat Center
4. Regarding negotiations – (a) the Passionists have an interest in monetizing the property, (b) the City has an interest in trying to get the best deal possible for the residents of Sierra Madre, providing benefit in the form of a park, and minimizing the neighborhood/community impact, and (c) the developer has an interest in making money.
5. All of those things coming together in a negotiated agreement is in everyone's best interest.
6. If the issue goes to litigation, then there is a 4th party that will begin sucking money from the City, which means less money for the City.
7. An impression from sitting in on some negotiation sessions is that all parties are in fact negotiating in good faith and that the Passionists are an upstanding organization that is forthcoming when telling the City what their objectives are, what their mission is, and their desire to have low density residential impact on the community. Council Member Harabedian concurred.

City Council discussion occurred and there was consensus that is the first step in the process of getting public input (with many Public Hearings to follow) into this property development and provided direction to Staff to continue active negotiations with the Passionists to get the best outcome for Sierra Madre and its residents by seeking a low density residential development. Council Member comments included the following: (1) the City does not have sufficient monies to buy the property, (2) the City is looking at potential litigation because this is private property and the Passionists have private property rights, (3) the State has begun dictating what cities can and cannot do in terms of development, which is frightening in terms of this property, which is zoned as Institutional, (4) negotiating with the Passionists works in the City's/resident's best interest, (5) keeping the property zoned as Institutional would create significant impact on the community, and (6) nothing has been decided about the parks, it was just an idea.

Mayor Capoccia closed further discussion on this item at this time and City Manager England affirmed that he was provided with direction to continue discussing an MOU and a development agreement with the owners of the property located at 700 N. Sunnyside Ave.

At 8:35 p.m. Mayor Capoccia called for a meeting recess, as Council Member Harabedian needs to leave the meeting.

At 8:45 p.m. Mayor Capoccia called the meeting back to order. Council Member Harabedian did not return to the meeting for the duration of the meeting.

MAYOR AND CITY COUNCIL REPORTS

- A. Mayor John Capoccia did not make a report.
- B. Mayor Pro Tem Rachele Arizmendi did not make a report.
- C. Council Member Gene Goss did not make a report.
- D. Council Member John Harabedian was not present.

PRESENTATION BY FOOTHILL WORKFORCE DEVELOPMENT BOARD

Dianne Russell-Carter, Foothill Workforce Development Board (FWDP) Executive Director, presented on this item. The PowerPoint, titled "*Foothill Workforce Development Board – Because It Works*", included the following topics:

- Foothill Employment and Training Consortium Policy Board – Mayor Pro Tem Arizmendi and elected officials from Arcadia, Duarte, Monrovia, Pasadena, and South Pasadena.
- Workforce Innovation and Opportunity Act – provides federal funds for qualified populations to receive workforce development services leading to self-sufficient employment.
- Sample Services Provided.
- Funding Map – US Department of Labor to CA Employment Development Department (EDD) to City of Pasadena to Foothill Workforce Development Consortium (Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, & South Pasadena).
- FWDP PY 2019-2020 WIOA Allocation – Sierra Madre allocation in 2018-19 of \$26,504.
- Program Performance 2017-2018.
- Partners Working Together for a Great Good.
- Thank You for Your Continued Support.

FWDP Board of Directors Chair Daniel Lien stated that FWDP is one of the few government-funded programs that is a program that works correctly to provide total community engagement. The Board Members are the FWDP's front line information gathers on current economic conditions and where the employment needs are. The Board Members are charged with advocacy and they bring it to the local level of their individual cities.

Mayor Capoccia thanked Ms. Russell-Carter and Mr. Lien for the work done by FWDB to help people learn about getting and keeping a job.

Ms. Russell-Carter commended Mayor Pro Tem Arizmendi on her work with and service to the FWDP.

PRESENTATION BY CITY STAFF ON EMERGENCY OPERATIONS CENTER UPGRADES

Fire Captain Bartlett presented on this item that included a PowerPoint, titled "*Emergency Operations Center (EOC) Update*" that included the following information:

What is an Emergency Operations Center (EOC)?

- Central focal point.
- Supports disaster operations, including response and recovery.
- Allows for inter-agency coordination & executive decision making in support of the incident.
- Provides strategic support including policy guidance, logistics, information, and response expense documentation.

Incident Command System (ICS) Organization Structure

- EOC Director.
- Command Staff reporting to the EOC Director – Public Information Officer, Safety Officer, and Liaison Officer.
- Finance/Administration Section – reports to EOC Director.

- Logistics Section – reports to EOC Director.
- Operations Section – reports to EOC Director.
- Planning Section – reports to EOC Director.

The Stafford Act, as amended by the Disaster Mitigation Act of 2000, requires local governments to develop and adopt FMEA-approved hazard mitigation plans as a condition for receiving certain types of non-emergency disaster assistance. The Stafford Act authorizes the following grant programs.

- Fire Management Assistance Grant Program (FMAG)
- Hazard Mitigation Grant Program (HMGP)
- Pre-Disaster Mitigation Grant Program (PDM)
- Public Assistant Grant Program (PA)

Hazard Mitigation Plan

- Staff is currently in third stage of revising the City's Hazard Mitigation Plan and a consultant who is well versed in the FEMA regulations has been hired to assist and guide City Staff in the process.
- The expectation is that the revised Hazard Mitigation Plan will be in place by the end of 2020.
- The previous Hazard Mitigation Plan dated 2008 was outdated.

Mass Care and Shelter Annex - Disaster Management Area Partnership

- Identifying and developing a Mass Care and Shelter Annex to house displaced residents in the event of a disaster/emergency.
- Community Services Department Staff has been helping in this effort as they will be tasked with supporting the Shelter Annex in the event of a disaster/emergency.

EOC Staff Training

- ICS 100 – Incident Command System
- EOC Cadre Training Program, including: EOC Finance & Administration Training, EOC Logistics Section Training, EOC Management Section Training, EOC Planning Section Training, and EOC Planning and Intel Section Training.

Mayor Capoccia noted that (1) this is an example of government being a force for good, (2) it is very impressive that this kind of planning has been taking place behind the scenes, and (3) he feels confident that the City is prepared to respond in the event of an emergency because this structure and training have taken place.

City Manager Engeland reported that (1) Fire Captain Bartlett has been appointed as the City's EOC Director, (2) the City's EOC has been one of the areas that had been overlooked, as the plan had not been updated since 2008, (3) Sierra Madre resident Bob Spears has volunteered his time (at least 3-4 FTEs) and provided his extensive expertise in this area to assist Staff in updating the City's EOC, (4) Management Analyst Carlson has also provided support, (5) expenditures to date for the EOC update is approximately \$50,000, not including the man hours or training, (6) the benefits of the updated EOC are currently evident, as Staff has already begun tracking costs related to the Covid-19 Crisis as a first step in requesting reimbursement, (7) without the work of Captain Bartlett, Bob Spears, and Mgt. Analyst Carlson, this tracking of expenses would not have been able to occur in a timely manner, and (8) they are not only making the City's EOC current and the City legal, but there is already an immediate benefit from the investment that has been made in the EOC update..

Mayor Pro Tem Arizmendi especially thanked Bob Spears for his contributions to this effort and for volunteering his time, talents, and expertise.

City Manager Engeland responded to Council Member questions as follows:

- What is the communication/relationship to SM CERT and the work that CERT is doing? – CERT has two primary roles in the community: (1) to hold trainings for individual preparedness in the event of an emergency (the better people are prepared, the fewer people we have to rescue) and (2) in the event of a declaration of a State of Emergency, the City will coordinate with CERT to assist in search, but will not actually enter buildings, assess the scene and provide information to the EOC.
- Since this is a Department of Homeland Security grant, does this mean a counterterrorism component is required? – The grant was just for training and everything else was paid for by the City through its own funds.

Mayor Capoccia also thanked Bob Spears for his amazing service to Sierra Madre and expressed his appreciation to Mr. Spears for everything that he does for the residents of Sierra Madre.

AGENDA ACTION ITEMS:

2. CONSENT CALENDAR

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

- (a) COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDING JUNE 30, 2019 - Recommendation that City Council receive and file the Comprehensive Annual Financial Report (CAFR) and attached reports for the Fiscal Year ended June 30, 2019.
- (b) SECOND READING OF ORDINANCE 1426 AMENDING TITLE 10 (VEHICLES AND TRAFFIC) OF THE SIERRA MADRE MUNICIPAL CODE - Recommendation that City Council introduce and adopt for second reading, by title only, Ordinance 1426 amending Title 10 (Vehicles and Traffic) of the Sierra Madre Municipal Code.
- (c) CONSIDERATION OF ADOPTION OF RESOLUTION 20-11 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS – Recommendation that City Council that the City Council approve Resolution 20-11 for approval of payment of City warrants in the aggregate amount of \$327,188.96; Sierra Madre Library warrants in the aggregate amount of \$2,633.29; and payroll transfer in the aggregate amount of \$342,574.03; for fiscal year ending June 30, 2020.
- (d) CONSIDERATION OF ACCEPTANCE OF SAN GABRIEL MUNICIPAL WATER DISTRICT GRANT IN THE AMOUNT OF \$1.9 MILLION FOR THE SIERRA MADRE/ARCADIA JOINT WELL PROJECT - It is recommended that City Council approve a grant award in the amount of \$1.9 million dollars by the San Gabriel Valley Municipal Water District (SGVMWD) for the purpose of funding the City of Sierra Madre's capital portion of a joint well in partnership with the City of Arcadia in the Main San Gabriel Basin.

Mayor Capoccia asked if any Council Members had questions on Consent Items 1a – 1d.

City Manager Engeland responded to a Council Member question regarding this year's outstanding CAFR by stating that he is anticipating acknowledgement from the Government Finance Officers Association, as last year the City received the highest award from the GFOA.

Mayor Capoccia opened the meeting for Public Comment on any of the Consent Items. The following person spoke:

- Barbara Cline, Sierra Madre

Mayor Capoccia asked if anyone else would like to speak on any of the Consent Items. Seeing no one, Mayor Capoccia closed Public Comment and brought the matter back to the Council for comments.

Mayor Capoccia commented that (1) the financials are very impressive and thanked City Manager Engeland and Staff, (2) the beautiful picture on the front of the CAFR itself is from one of the SM Library Bookmark Contest artists, noting that the CAFR cover is from the Mayor's Award from last year's SM Library Bookmark Contest, and (3) the \$1.9M grant to the City for the SM/Arcadia Joint Well Project is historic and acknowledged George Maurer's part in kicking it off.

Mayor Capoccia asked for a motion to approve the Consent Calendar (Consent Items 1a – 1d).

Mayor Pro Tem Arizmendi made a motion to approve the Consent Calendar (Consent Items 1a – 1d) as presented.

Council Member Goss seconded the motion.

Ayes: Mayor Capoccia, Mayor Pro Tem Rachele Arizmendi, and Council Member Gene Goss
Noes: None
Absent: John Harabedian
Abstain: None

The motion to approve the Consent Calendar (Consent Items 1a – 1d) as presented was passed by a vote of three yes votes and one absent.

3. DISCUSSION – ANNUAL HOUSING ELEMENT PROGRESS REPORT

Associate Planner Lin reported on this item with the recommendation that City Council receive and file the annual progress report for the Regional Housing Need Allocation (RHNA) to be submitted to California Department of Housing and Community Development and Office of Planning & Research.

The report included a PowerPoint, titled “Sierra Madre Annual Housing Element Progress Report 2019”, with the following Sierra Madre Reporting Calendar Year 2019 data:

| Entitlement Approved by Affordability Summary | | |
|--|---------------------|---------------------|
| Category | Income Level | Current Year |
| Very Low Income | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Low Income | Deed Restricted | 0 |
| | Non-Deed Restricted | 12 ADU |
| Moderate Income | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Above Moderate Income | | 0 |
| TOTAL UNITS | | 12 |

| Housing Applications Summary | |
|---|---|
| Total Housing Applications Submitted | 2 |
| Number of Proposed Units in All Applications Received | 2 |
| Total Housing Units Approved | 5 |
| Total Housing Units Disapproved | 0 |

| 5TH RHNA Cycle (2014 – 2021) Units Allocated to Sierra Madre | |
|--|----------------------|
| Income Category | Housing Units |
| Very Low Income | 14 |
| Low Income | 9 |
| Moderate Income | 9 |
| Above Moderate | 23 |
| TOTAL | 55 |

| Units Constructed – SB 35 Streamlining Permits | | | |
|---|---------------|------------------|--------------|
| Income | Rental | Ownership | Total |
| Very Low | 0 | 0 | 0 |
| Low | 0 | 4 | 4 ADU |
| Moderate | 0 | 0 | 0 |
| Above Moderate | 0 | 0 | 0 |
| TOTAL | 0 | 4 | 4 |

Mayor Capoccia asked if any Council Members had questions on this item.

In response to Council Member questions, Planning Director Gonzalez responded as follows:

- Of the 55 RHNA housing units, how many units have been built to comply with the City’s RHNA obligation? – Other than new construction and ADUs, we have not produced any new single-family dwellings as of yet. Some are entitled and some are part of the Stonegate Development Project, for which no building permits can be issued until the debris basin is resolved.
- What is the status of the debris basin? – The developer has hired a contractor who is taking the lead to move that forward in an effort to get the Army Corps of Engineers and LA County to accept the debris basin, which is anticipated prior to the end of this calendar year so that permits can be issued on buildings that have already been approved.

City Manager commented that this was Assoc. Planner Lin's first presentation in front of the City Council, and, for the record, she is the best. Ms. Lin has been with the City's Planning Department for two years and been promoted twice.

Mayor Capoccia indicated that the report was receipt and file and closed this item.

4. DISCUSSION – 2021-2029 HOUSING ELEMENT UPDATE

Planning Director Gonzalez introduced Karen Warner, Housing Development Consultant, who reported on this item with the recommendation that City Council review and discuss a presentation of the process to update Housing Element of the General Plan for the 2021-2029 period as required by State law and provide direction to Staff.

Ms. Warner's report included a PowerPoint, titled "2021-2029 6th Cycle Housing Element Update", with the following topics: Housing Element 101, RHNA and Residential Sites, and Next Steps. As noted in the report, RHNA = Regional Housing Needs Assessment and is a planning target, not a building quota.

| Sierra Madre's Draft 2021-2029 RHNA | | |
|--|-----------------------|--------------------------|
| Income Level | 2021-2029 RHNA | "Default Density" |
| Very Low | 78 units | Min. 20 units/acre |
| Low | 38 units | Min. 20 units/acre |
| Moderate | 34 units | Min 23 units/acre |
| Above Moderate | 53 units | |
| TOTAL | 204 units | |

Planning Director Gonzalez reported on six potential suitable multi-family sites in Sierra Madre as follows:

| Aggregate Site Capacity @ 20 dwelling units/acre | | |
|---|----------------------|--|
| Site 1 | 10 net units | Lower income RHNA need = 116 dus @ min. 20 du/acre (by default) + 15%-30% buffer (17 – 35 dus) = Need lower income site capacity for 133-151 units |
| Site 2 | 23 net units | |
| Site 3 | 22 net units | |
| Site 4 | 27 net units | |
| Site 5 | 28 net units | |
| Site 6 | 5 net units | |
| TOTAL | 115 net units | |

Next Steps are as follows:

- City Council input on potential Housing Element sites.
- Community feedback on identified sites & brainstorm additional sites.
- City Council/Planning Commission Study Session to report back on community input and confirm sites strategy for Housing Element.
- City Council/Planning Commission to review draft Housing Element.
- City Council to review and authorize submittal to State HCD.

Mayor Capoccia asked if any Council Members had questions on this item. PCP Director Gonzalez and Ms. Warner responded to City Council Member questions and reported that the deadline for adoption is October 2021.

Mayor Capoccia opened this item for Public Comment. The following people spoke (listed in order of speaking):

- John Hutt, Sierra Madre
- Bob Spears, Sierra Madre
- David Gordon, Sierra Madre
- Pat Alcorn, Sierra Madre
- Barbara Cline, Sierra Madre
- De Alcorn, Sierra Madre

Mayor Capoccia asked if anyone else would like to speak on this item. Seeing no one, Mayor Capoccia closed Public Comment and asked that City Manager Engeland respond to issues raised during Public Comment.

City Manager Engeland said that discussion of the City's Commercial Code is scheduled for the next City Council meeting on 3/24/20. City Manager Engeland stated that, based on tonight's discussion, it is clear that there is a need to identify additional areas in excess of those previously found, in excess

of the buffer, and in excess of the Measure V areas, which may not pass, and that there is a likelihood that the next plan coming back to the City Council will the new sites identified will be expanded into more neighborhood settings.

Mayor Capoccia asked if the Council Members had any additional comments. No additional comments were made.

Mayor Capoccia was clear that non-compliance is not an option and that Staff was provided with direction.

5. DISCUSSION – CONSIDERATION OF A BALLOT MEASURE TO CONVERT THE ELECTED CITY CLERK POSITION TO AN APPOINTED CHIEF CITY CLERK POSITION

Deputy City Attorney Giragosian reported on this item with the recommendation that the City Council discuss a ballot measure to convert the elected City Clerk position to an appointed Chief City Clerk position and provide Staff with direction regarding:

- Whether Staff should draft a resolution for a ballot measure for the City Council's consideration; and
- Whether the Chief City Clerk should be appointed by the City Council or the City Manager.

As noted in Staff Report dated 3-3-20, the trend throughout the State is to convert from an elected city clerk to an appointed chief city clerk. This conversion was precipitated by the growing complexity of the role and its transition from a ceremonial function to an administrative function, as responsibilities have expanded dramatically resulting from numerous additional regulations/laws. Currently, City Clerk Sue Spears performs the City Clerk ceremonial functions and Administrative Services Manager Laura performs the City Clerk administrative functions.

Mayor Capoccia asked if any Council Members had questions on this item. City Manager Engeland responded to Council Member Goss questions as follows:

- Is this a matter of technical need necessitating a higher training level and sophistication of duties such that it requires a professional? - The varying mandates of laws, requirements, and regulations that cities have to comply with makes having a City Clerk a full-time job, which is a professional position. An elected City Clerk who is not a full-time City employee is unable to fulfill all of the required functions of the office. We have a fantastic City Clerk in Sue Spears, but behind her we have Assistant City Clerk Laura Aguilar, who spends probably 70 hours per week doing City Clerk work, which is very technical and requires multiple trainings and updated skills. The previous practice of having the City Clerk oversee elections has ceased, as Sierra Madre no longer operates its own elections, because elections are now consolidated with the County. There have also been numerous legal requirements adopted since the City began electing a City Clerk.

Mayor Capoccia opened this item for Public Comment. The following people spoke (listed in order of speaking):

- Barbara Cline, Sierra Madre
- Pat Alcorn, Sierra Madre

City Manager Engeland responded to the issues raised during Public Comment as follows: People will be given an opportunity to run for City Clerk in November 2020 and, if this measure fails, then the leading vote getter elected by the electorate would become City Clerk. He added that, if no one filed for City Clerk, then the City Council would appoint a City Clerk. During City Manager Engeland's tenure, the City has always had a full-time paid employee completing the administrative requirements of City Clerk.

Mayor Pro Tem Arizmendi clarified that it was elected City Clerk Melinda Carrillo's resignation that prompted the City Council to implement an appointment process and resulted in Sue Spears being appointed as City Clerk.

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

City Clerk Spears requested to speak on the item and her comments were as follows: (1) my duties are purely ceremonial and limited to attending the City Council Meetings and writing the minutes, (2) all of the legal and technical requirements of the City Clerk are currently completed by a full-time City employee who has gone through extensive technical training, (3) I fully support this proposal by Staff and feel that the City would be better served by having a full-time appointed City Clerk who is a City employee to make sure that the City is in compliance with all of the legal requirements and technicalities of the job, (4) I am not doing the City Clerk job for the \$3,000 annual stipend, (5) I do not view this recommendation as a negative reflection on my service as City Clerk, and (6) my feelings will not hurt because I fully support this proposal.

Mayor Capoccia brought the matter back to the Council for discussion.

City Council discussion occurred and there was consensus to support the proposal for a ballot measure regarding the City Clerk position being converted to an appointed position that is selected by and reports to the City Manager. Council Member comments included the following: (a) this is the right thing to do for the long term health of the City, (b) it makes sense because the requirements under the law keep getting more cumbersome and complicated, (c) it is not a surprise that this level of professionalism is necessary to best serve the City's needs, (d) this is not a cost savings measure, (e) this is not about independently conducted elections, as all elections are handled by LA County now, (f) as of 3-6-2019, 21% of the CA cities had an appointed City Clerk, (g) this is not a slight on past City Clerks and the current City Clerk and (h) it is always good policy to design positions by function and good governance and not around the incumbent.

City Manager Engeland affirmed that Staff will incorporate that language from the direction provided tonight and bring it back to Council for consideration and approval prior to putting the issue on the November 2020 ballot.

Mayor Capoccia thanked City Clerk Spears for all she does and complemented Laura Aguilar for her service in handling the administrative duties of the City Clerk and who does a fabulous job.

NEW ITEMS PLACED FOR FUTURE AGENDAS:

Mayor Capoccia asked the Council Members if there are any new items for future meeting agendas. No new items were requested.

ADJOURNMENT:

Mayor Capoccia asked for a motion to adjourn.

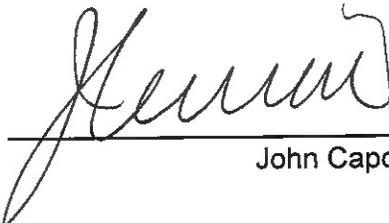
Council Member Goss made a motion to adjourn the meeting.

The motion was seconded by Mayor Pro Tem Arizmendi.

Ayes: Mayor John Capoccia, Mayor Pro Tem Rachelle Arizmendi, and Council Member Gene Goss
Noes: None
Absent: John Harabedian

The motion to adjourn was passed by a vote of three yes votes and one absent.

THIS SIERRA MADRE CITY COUNCIL REGULAR MEETING WAS ADJOURNED at 10:29 p.m. to a Regular meeting to be held on Tuesday, March 24, 2020, in the Sierra Madre City Hall Council Chambers.



John Capoccia, Mayor

Minutes taken and prepared by:

Sue Spears, City Clerk

Handwritten signature

