



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

SIERRA MADRE CITY COUNCIL  
SUCCESSOR AGENCY AND  
PUBLIC FINANCE AUTHORITY

**Tuesday, May 26, 2020 - 6:30 pm**

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

**DUE TO THE COVID-19 PANDEMIC AND CA GOVERNOR'S STAY AT HOME ORDER,  
THE CITY COUNCIL MEETING WAS CONDUCTED VIA ZOOM.**

**The meeting was streamed live on the City's Website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com)  
and broadcast on Government Access Channel 3 (Spectrum).**

**The public was provided with the opportunity to make comments by (1) emailing  
comments to [PublicComment@cityofsierramadre.com](mailto:PublicComment@cityofsierramadre.com) by 6:00 p.m. on the day of the  
meeting or (2) calling into the meeting to provide their comments.**

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

Mayor John Capoccia called the meeting to order at 6:32 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  
Brent Bartlett, Acting Fire Chief  
James Carlson, Management Analyst  
Chris Cimino, Public Works Director  
Christian Delgado, Senior Network Administrator  
Hilary Guirola-Leon, Interim Finance Director  
Miguel Hernandez, Human Resources Manager  
Sophia Kownatzki, Management Analyst  
Oscar Milan, IT Manager  
Jose Reynoso, Utility Services Director  
Sue Spears, City Clerk  
Kev Tcharkhoutian, City Engineer

**PLEDGE OF ALLEGIANCE AND INSPIRATION**

Council Member Harabedian led the Pledge of Allegiance and reflected on celebrating Memorial Day and the importance of remembering those men and women who have served and those who gave their lives for our freedoms and their families who also made sacrifices. He dedicated tonight's meeting to them.

**APPROVAL OF MEETING AGENDA**

Mayor Capoccia asked that Consent Item 1e be pulled from the agenda.

Council Member Harabedian moved to approve the agenda as amended.

Council Members Gene Goss seconded the motion.

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

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 May 12, 2020.

Council Members Gene Goss moved to approve the Minutes of the Regular Council Meeting of May 12, 2020, as presented.

Mayor Pro Tem Arizmendi seconded the motion.

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

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 May 12, 2020, as presented was passed by a unanimous vote.

### **MAYOR AND CITY COUNCIL REPORTS**

Mayor John Capoccia did not make a report.

Mayor Pro Tem Rachelle Arizmendi did not make a report.

Council Member Gene Goss did not make a report.

Council Member John Harabedian did not make a report.

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mayor Capoccia opened the meeting for Public Comment on items not on the agenda and the Consent Calendar item. An email from the following person was received and filed as part of Public Record:

- Robert Nydam, Sierra Madre, commented on the conditional use permit approval for Alverno Academy to increase the student population by adding Grades K-8 in Fall 2020.

Mayor Capoccia asked if there were any other public comments on items not on the agenda had been submitted. No call-in comments or other emails were received and Mayor Capoccia closed Public Comment on items not on the agenda and the Consent Calendar item.

### **AGENDA ACTION ITEMS:**

#### **1. CONSENT CALENDAR**

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

- a) ADOPTION OF RESOLUTION 20-31 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS - Recommendation that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$455,817.36; and Payroll Transfer in the aggregate amount of \$367,061.08; for the fiscal year ending June 30, 2020.
- b) ADOPTION OF RESOLUTION 20-29 ADOPTING FISCAL YEAR 19-20 BUDGET ADJUSTMENTS AND APPROPRIATING THE AMOUNTS PROJECTED - Recommendation that the approval of Resolution 20-29 adopting the Fiscal Year 19-20 Budget Adjustments and appropriating the amounts projected.

- c) CONSIDERATION OF APPROVAL OF INCREASES FOR OPEN PURCHASE ORDERS WHERE THE PURCHASE ORDER PLUS THE INCREASE EXCEEDS \$45,000 FOR FISCAL YEAR 2019-20 - Recommendation that the City Council authorize increases for purchase orders to allow staff to complete necessary purchases of services, supplies and contracts based upon the current needs of each department.
- d) RECOMMENDATION OF LIBRARY PROJECT FUNDING - Recommendation that the City Council authorize spending development impact fees to fund the purchase, installation and related construction costs associated with the implementation of a Radio Frequency Identification (RFID) System for the Sierra Madre Public Library.
- e) ~~RECOMMENDATION TO APPROVE THE SIERRA VISTA PARK PARKING LOT IMPROVEMENT PROJECT CONSTRUCTION CONTRACT IN AN AMOUNT OF \$146,000 TO ALL AMERICAN ASPHALT~~ - Recommendation that the City Council approve the construction contract to Gentry Brothers Inc. in an amount not to exceed \$146,000 for the improvements to the Sierra Vista Park Parking Lot.

Mayor Capoccia asked if any Council Members had questions on any of the Consent Items 1a – 1d. City Manager responded to Mayor Capoccia’s question.

Mayor Capoccia opened Public Comment on the Consent Items. No call-in or email comments were received and Mayor Capoccia closed Public Comment on this item and brought the matter back to the City Council for a motion.

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

Council Member Goss seconded the motion.

City Clerk Spears called the names of each City Council Member to determine their individual vote on Consent Items 1a – 1d.

- 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 Consent Items 1a – 1d as presented was passed by a unanimous vote.

Mayor Capoccia talked about Consent Item 1e and the need to provide sufficient time for the public to be informed and provide feedback. Public Works Director Cimino explained that the proposed Sierra Vista Park Parking Lot Improvement Project was adding 19 additional parking spaces with 2 more ADA spaces for a total of 143 parking spaces. However, 16 of the additional parking spaces along the road to the immediate left of the pool require that green space be reduced.

Mayor Capoccia opened Public Comment on Consent Item 1e. No call-in or email comments were received and Mayor Capoccia closed Public Comment on this item and brought the matter back to the City Council for discussion.

Discussion occurred and there was consensus that there is a need for additional parking spaces at Sierra Vista Park, it is a public safety issue, and that additional spaces within the park itself removes traffic from the neighboring streets. It was agreed to postpone a decision on Consent Item 1e until the next City Council Meeting.

**2. DISCUSSION - CONSIDERATION OF RESOLUTION 20-33 APPROVING THE SIERRA MADRE CARES INITIATIVE AND AUTHORIZING THE SUSPENSION OF PROVISIONS OF CHAPTER 17.88 (TEMPORARY USE PERMITS) AND CHAPTER 12.12 (OBSTRUCTION OF STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE SIERRA MADRE MUNICIPAL CODE**

City Manager Engeland reported on this item with the recommendation that the City Council adopt Resolution 20-33 suspending enforcement of certain temporary use permits during the declared state of local emergency and increase budgeted expenditures from the General Fund in the amount of \$30,000.

Mayor Capoccia asked if any Council Members had questions on this item. City Manager Engeland responded to Council Member questions, with the proposed expenditures to be \$35,000, instead of the initial recommendation of \$30,000.

Mayor Capoccia opened this item for Public Comment. No call-in or email comments were received and Mayor Capoccia closed Public Comment on this item.

Mayor Capoccia brought the matter back to the City Council for discussion. City Council discussion occurred and there was consensus to support Sierra Madre businesses in this way and that this demonstrates a fantastic effort on the part of City Staff to be creative and flexible in coordinating and working with Sierra Madre businesses.

Mayor Pro Tem Arizmendi made a motion to approve Resolution 20-33, with the amendment to change the budgeted expenditures to \$35,000.

Council Member Goss seconded the motion.

City Clerk Spears called the names of each City Council Member to determine their individual vote on 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 Resolution 20-33, with the amendment to change the budgeted expenditures to \$35,000, was passed by a unanimous vote.

**3. DISCUSSION - CONSIDERATION OF MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE COUNTY OF LOS ANGELES AND THE CITIES OF ARCADIA, BRADBURY, DUARTE, MONROVIA, AND SIERRA MADRE FOR IMPLEMENTATION OF REVISED WATERSHED MANAGEMENT PLAN**

Management Analyst Carlson reported on this item with the recommendation that the City Council authorize the City Manager to sign the Memorandum of Agreement. Per the Staff Report dated May 26, 2020, "*Staff is proposing to use a portion, albeit a majority, of its local return Safe, Clean Water Program to fund the studies over the next two years. Sierra Madre's estimated local return is \$150,000 per year and the costs of the MOA are \$105,514 per year*".

Mayor Capoccia asked if any Council Members had questions on this item. . Mgmt. Analyst Carlson and City Manager Engeland responded to Council Member questions that these funds are not coming from the General Fund and are from a tax revenue fund.

Mayor Capoccia opened this item for Public Comment. No email or call-in comments were received regarding this item so Mayor Capoccia closed Public Comment and brought the matter back to the City Council for discussion.

Discussion took place and there was consensus to authorize the City Manager to sign the MOA as written, with comments including: (1) it is the cheapest option to avoid litigation, (2) LA County put this initiative on the ballot, at the time the City Council did not endorse the initiative, & the initiative passed, (3) the City cannot afford the risk and pressures, (4) this detracts from legitimate agendas, and (5) the City Council Members feel forced to do this, with no other options.

Mayor Pro Tem Arizmendi made a motion to authorize the City Manager to sign the MOA as written.

Council Member Harabedian seconded the motion.

City Clerk Spears called the names of each City Council Member to determine their individual vote on 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 authorize the City Manager to sign the MOA as written was passed by a unanimous vote.

**4. DISCUSSION - CONSIDERATION OF RESOLUTION 20-32 FOR THE ASSESSMENT DISTRICTS- RESOLUTION OF INTENTION TO LEVY ASSESSMENTS FOR 2019-2020**

Public Works Director Cimino introduced City Engineer Kev Tcharkhoutian to report on this item with the recommendation that the City Council take the following actions:

- A. Maintain the same level of assessment with no increases for next fiscal year.
- B. Consider for approval Resolution 20-32 initiating proceedings for the following Districts:
  - Bonita Sewer District
  - Community Facilities District No 1 , One Carter
  - Downtown Landscaping District (District 3)
  - Downtown Lighting District Zone A
  - Downtown Lighting District Zone B
  - Downtown Parking District (District 5)
  - Miramonte Sewer District
  - Santa Anita Lighting District No 1
- C. Set June 23, 2020 as a date for a public hearing on the matter of the City's assessment districts.
- D. Approve the Engineer's Report.

Mayor Capoccia asked if any Council Members had questions on this item. No questions were asked.

Mayor Capoccia opened this item for Public Comment. No call-in or Email comments were received regarding the item so Mayor Capoccia closed Public Comment and brought the matter back to the City Council for discussion.

City Council discussion occurred there was consensus to support the resolution as presented.

Council Member Harabedian made a motion to approve the items listed below as presented:

1. Maintain the same level of assessment with no increases for next fiscal year.
2. Consider for approval Resolution 20-32 initiating proceedings for the following Districts:
  - Bonita Sewer District
  - Community Facilities District No 1 , One Carter
  - Downtown Landscaping District (District 3)
  - Downtown Lighting District Zone A
  - Downtown Lighting District Zone B
  - Downtown Parking District (District 5)
  - Miramonte Sewer District
  - Santa Anita Lighting District No 1
3. Set June 23, 2020 as a date for a public hearing on the matter of the City's assessment districts.
4. Approve the Engineer's Report.

Council Member Goss seconded the motion.

City Clerk Spears called the names of each City Council Member to determine their individual vote on 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 items listed below as presented was passed by a unanimous vote:

1. Maintain the same level of assessment with no increases for next fiscal year.
2. Consider for approval Resolution 20-32 initiating proceedings for the following Districts:
  - Bonita Sewer District
  - Community Facilities District No 1 , One Carter
  - Downtown Landscaping District (District 3)
  - Downtown Lighting District Zone A

- Downtown Lighting District Zone B
- Downtown Parking District (District 5)
- Miramonte Sewer District
- Santa Anita Lighting District No 1

3. Set June 23, 2020 as a date for a public hearing on the matter of the City's assessment districts.

4. Approve the Engineer's Report.

**5. DISCUSSION - CONSIDERATION OF DOWNTOWN BUSINESS ASSESSMENT DISTRICT CONSOLIDATION**

Management Analyst Kownatzki reported on this item with the recommendation that the City Council discuss whether to proceed with the formation process for a new consolidated Downtown Assessment District, for changes in assessments to take place starting Fiscal Year 2021-22, and discuss the potential use of surplus fund balances to subsidize the first two years of new assessments, should the formation of a new district proceed and is successful.

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

Mayor Capoccia opened this item for Public Comment. No email or call-in communications were received regarding this item so Mayor Capoccia closed Public Comment and brought the matter back to the City Council for discussion.

Discussion occurred and there was consensus to provide direction to Staff to proceed with the formation process for a new consolidated Downtown Assessment District and for changes in assessments to take place starting Fiscal Year 2021-22. Council Members requested that Staff bring back a range of options for use of the surplus funds.

**6. DISCUSSION – CONSIDERATION OF RESOLUTION 20-23 ADOPTION OF CITYWIDE INSURANCE COVERAGE WITH PUBLIC AGENCY RISK SHARING AUTHORITY OF CALIFORNIA (PARSAC)**

Human Resources Manager Hernandez reported on this item with the recommendation that the City Council consider for approval Resolution 20-23, acquiring comprehensive city-wide insurance coverage with the Public Agency Risk Sharing Authority of California (PARSAC) and authorizing Staff to notify the California Joint Powers Insurance Authority (CJPIA) of the City's intention to withdraw effective June 30, 2021.

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

Mayor Capoccia opened this item for Public Comment. No call-in or email comments were received and Mayor Capoccia closed Public Comment on this item.

Mayor brought the matter back to the City Council for discussion. City Council discussion occurred and there was agreement to support the resolution as (1) the cost savings is too good to pass up, (2) confident going forward, (3) can re-evaluate annually, and (4) the City has more input regarding settlement decisions.

Mayor Pro Tem Arizmendi made a motion to approve Resolution 20-23 as presented.

Council Member Harabedian seconded the motion.

City Clerk Spears called the names of each City Council Member to determine their individual vote on the motion.

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

Noes: None

Absent: None

Abstain: None

The motion to approve Resolution 20-23 as presented was passed by a unanimous vote.

**NEW ITEMS PLACED FOR FUTURE AGENDAS:**

Mayor Capoccia asked the Council Members if there are any new items for future meeting agendas. Mayor Capoccia suggested that the City Council discuss a special parking zone on Mira Monte and the Council Members agreed to have this discussion at a future meeting.

**ADJOURNMENT:**

Mayor Capoccia asked for a motion to adjourn.

Council Member Harabedian made a motion to adjourn the meeting.

The motion was seconded by Council Member Goss.

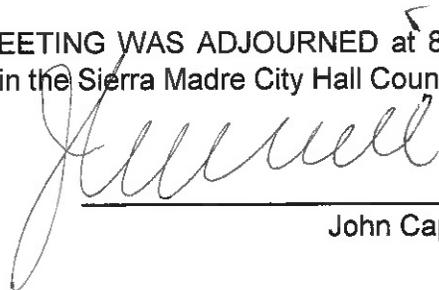
Ayes: Mayor John Capoccia, Mayor Pro Tem Rachelle Arizmendi, and Council Members Gene Goss and John Harabedian

Noes: None

Absent: None

The motion to adjourn was passed by a unanimous vote.

THIS SIERRA MADRE CITY COUNCIL REGULAR MEETING WAS ADJOURNED at 8:35 p.m. to a Regular Meeting to be held on Tuesday, May 26, 2020, in the Sierra Madre City Hall Council Chambers.

  
\_\_\_\_\_  
John Capoccia, Mayor

Minutes taken and prepared by:

  
\_\_\_\_\_  
Sue Spears, City Clerk