

MINUTES

Agenda - Regular Meeting of the Sierra Madre City Council,
Successor Agency and Public Finance Authority Tuesday,
November 28, 2017 – 6:30 p.m.

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

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

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

Absent: None

Also, Present: Melinda Carrillo, City Clerk
Mike Amerio, City Treasurer
Gabe Engeland, City Manager
Teresa Highsmith, City Attorney
Marcie Medina, Assistant City Manager
Vincent Gonzalez, Director of Planning and Community Preservation
Lawren Heinz, Recreation Coordinator
Jose Reynoso, Utility Services Director
Joe Ortiz, Police Chief
James Carlson, Management Analyst
Laura Aguilar, Assistant City Clerk
Clarissa Lowe, Recreation Coordinator

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Council Member John Harabedian led the Pledge of Allegiance and recited an Advent season reflection.

REPORT FROM CLOSED SESSION:

City Attorney Highsmith reported that the Council met with Counsel in closed session to receive a briefing on a matter of potential litigation. Direction was provided, no action was taken. Council also began the initial performance evaluation of its City Manager and that will be continued.

APPROVAL OF AGENDA:

City Manager Engeland requested Council pull Resolution 17-61 from the agenda as Council had already adopted a resolution addressing this item.

Motion to approve the agenda as amended: Council Member John Harabedian

Seconded: Mayor Pro Tem Denise Delmar

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

Noes: None

The motion passed unanimously

MAYOR AND CITY COUNCIL REPORTS:

- 1) Mayor Pro Tem Denise Delmar had nothing to report.
- 2) Council Member Goss had nothing to report.
- 3) Council Member Capoccia attended Business Walk with Senator Portantino on Saturday around Sierra Madre and visited the local businesses. Council Member Capoccia was appreciative of Senator Portantino's time spent in town and how much support he offers to Sierra Madre.
- 4) Council Member John Harabedian also attended the Business Walk with Senator Portantino and echoed Council Member Capoccia's comments.
- 5) Mayor Rachelle Arizmendi reported on the Woman's Club 42nd Annual Prayer Breakfast which provided a wonderful breakfast and a great way to bring in the holiday season. The Mayor also recognized volunteers, City staff, committees and the Chamber of Commerce for the Winter Village. She was honored to ride into the Village with the Sierra Madre Rose Float Princesses alongside Santa.

PRESENTATION OF SIERRA MADRE ROSE FLOAT PRINCESSES

Sierra Madre Rose Float Association presented the 2018 Rose Float Princesses. The Association provided a rendering of the "Chivalry" float to Council and provided an explanation on how princesses are chosen by a board of three, who are from outside the city, with no bias. The Rose Float Princesses are selected from Sierra Madre at 15 to 17 years of age with at least a 3.0 GPA average.

Each of the four princesses, Petra Shair of Pasadena High School, Emily Verdin of Alverno Heights Academy, Emma Allen of Pasadena High School, Amy Stapenhorst of Westridge Academy shared information on their personal lives. All outfits for the Princesses presentation to Council were donated by *Attitudes!* dress shop.

Information about the float itself was also provided by the Rose Float Association and any donations are to be made to: Sierra Madre Rose Float Association, PO Box 603, Sierra Madre, CA 91025. Council suggested the Rose Float Association set up a link on their website so residents may donate all year.

Photos of Council and Rose Float Princesses were taken.

PRESENTATION: RECOGNITION OF RETIRING SIERRA MADRE POLICE SERGEANT ENRIQUEZ Police Chief Joe Ortiz provided a heart-felt goodbye after 25 years of service to Sergeant Ruben Enriquez. Sergeant Enriquez introduced his wife, mother, children and family who attended the Council meeting and expressed his bittersweet feelings about retiring from the Sierra Madre Police Department. The members of the City Council presented Sergeant Enriquez with a Recognition certificate and expressed their appreciation for his years of service.

PRESENTATION: UPDATE FROM UTILITY SERVICES DIRECTOR REYNOSO REGARDING WATER CONSERVATION AND THE CITY'S WATER QUALITY REPORT

Utility Services Director Jose Reynoso gave a water conservation update and reported on ground water levels, spreading operations, an update on local leaks and showed a conservation video produced by the City of Monrovia. Council noted though the City of Sierra Madre is not pumping as much as water as it used to, there are still many seasons of water needed before consider Sierra Madre "drought free".

PUBLIC COMMENT ON NON-AGENDA ITEMS:

- Chamber of Commerce Vice President Carol Canterbury expressed her gratitude for the City's help and especially Public Works Director Chris Cimino for help with Winter Village. She then announced the Citizen of the Year, Pat & De Alcorn.
- Resident Carol Parker expressed safety concerns for parking and traffic if the library is relocated to the Community Recreation Center
- Resident Barbara Lee Cline supports keeping the library where it is.

Mayor Arizmendi closed public comment.

Mayor Arizmendi asked City Manager Engeland to provide the report on the Consent Calendar.

CONSENT:

City Manager Gabriel Engeland gave the following report under the Consent Calendar.

a) ADOPTION OF RESOLUTION 17-56 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

b) SECOND READING OF ORDINANCE 1390: MUNICIPAL CODE TEXT AMENDMENT 17-05 AMENDING CHAPTER 8.18 – VACANT RESIDENTIAL PROPERTY REGISTRATION REQUIREMENT

c) APPROVAL OF AMENDMENT TO SOLID WASTE CONTRACT REGARDING ENVIRONMENTAL FEE

d) CONSIDERATION OF RESOLUTION 17-57 MODIFYING PART-TIME HOURLY WAGES AND ADDING TWO NEW FULL-TIME POSITIONS TO THE CITY OF SIERRA MADRE CLASSIFICATION PLAN AND SALARY MATRIX

Mayor Arizmendi brought the matter back to the City Council for any questions to the City Manager on the Consent Calendar.

Council Member Capoccia asked a question about Item 1D; Council Member Capoccia asked City Manager Engeland to explain the position being created: "Customer Service Lead" and the Customer Service Division. City Manager Engeland responded that the plan is to move forward with the front area as a one-stop shop where 90% of questions, permits, and forms can be completed.

Mayor Arizmendi opened for public comment. No one came forward so the Mayor closed public comment.

Mayor Arizmendi brought the item back to the Council for discussion. Mayor Pro Tem Delmar commented on item 1D that she felt it was a fine idea and thanked City Manager Engeland for coming up with it. Mayor Arizmendi echoed Mayor Pro Tem Delmar's comments.

Council Member John Harabedian moved to approve the items on the Consent Calendar as presented.

The motion was seconded by Council Member John Capoccia

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

Noes: None

The motion to approve the Consent Calendar as presented was passed unanimously.

PUBLIC HEARINGS:

2. CONSIDERATION OF RESOLUTION 17-59: APPROVING THE FISCAL YEAR 2017-2018 FILMING AND VACANT PROPERTY REGISTRATION FEE SCHEDULE

Director of Planning and Community Development Gonzalez and Recreation Coordinator Heinz gave the report.

Director Gonzalez reported that the presentation would be done in two parts; he would do the first part and Recreation Coordinator Heinz would do the second part of the presentation.

Director Gonzalez presented a fee comparison survey and provided a table describing the steps in a cost recovery analysis and fee proposal for vacant property registration. Director Gonzalez completed his presentation and made himself available for questions specific to vacant property registration.

Mayor Arizmendi called for questions from the Council

Mayor Pro Tem Delmar asked Director Gonzalez how he came up with the \$124 billing rate for the cashier. Director Gonzalez responded that that is the billing rate.

Council Member Goss asked why there is variability in fees between the cities. Director Gonzalez surmised that other cities may have more activity.

Mayor Arizmendi called for Recreation Coordinator Heinz to present her report on filming and the associated fees. Recreation Coordinator suggested consolidating fees to reduce fees.

Mr. Russ Fega from *Home Shoot Home* has a company in the San Gabriel Valley that works in film shoots and represents 1100 home owners in filming and offered his perspective on what film production companies and home owners are looking for. Mr. Fega expressed that Sierra Madre's current fees are prohibitive.

Mayor Arizmendi opened the Public Hearing:

- Resident Barbara Lee Cline asked if the fees associated with the Vacant Property Registration cover the property's weed abatement and checking in on home alarms. Also, excited about fee reductions for filming and supports the reduction.

Mayor Arizmendi asked City Manager Engeland if he would provide a response to Ms. Cline's questions.

City Manager Engeland responded that it would include Code Enforcement but weed abatement is a separate process and it would go through that process instead.

Mayor Arizmendi asked for additional public comments. Seeing none, Mayor Arizmendi closed the Public Hearing and brought the matter back to the City Council for discussion.

Discussion ensued. Council collectively agreed that they prefer 75% signers approving filming and no filming during the hours of 11:00 pm to 7:00 am

Council Member Harabedian moved to approve Resolution 17-59 amending the Fee Schedule to include the changes in Vacant Property Registrations and Filming fees.

Council Member Capoccia seconded the motion with the recommendation that the Council's preference is 75% signers approving filming and no filming during the hours of 11:00 pm to 7:00 am. Mayor Pro Tem Delmar agreed.

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

The motion to adopt Resolution 17-59 passed unanimously by voice vote.

ITEMS FOR DISCUSSION:

3. COMMUNITY SURVEY ON SIERRA MADRE PUBLIC LIBRARY

City Manager Engeland and Recreation Coordinator Lowe gave the report.

City staff met with the Library Board of Trustees to finalize the areas that they wanted to get feedback on. City staff took those questions to National Research Center (NRC) to assist in crafting a survey for the community that was appropriate, non-leading, unbiased on the Sierra Madre Public Library. The City is recommending the survey be mailed to the community in January.

Council discussion ensued.

Council gave staff direction to strike questions 9 and 10 from the draft survey data pertaining to race and ethnicity. The Council also requested NRC add the address of the Community Recreation Center so residents know which building would be renovated, to add Community Services to the questions and find out about the underlining in the questions from National Research Center and see if this is showing bias.

Mayor Arizmendi opened for public comment.

- Resident Leslie Hinton, 516 Acacia. Understands there will only be one survey per family. She has an issue with differing opinions within the family. Ms. Hinton asked if the survey would be available on-line.

City Manager Engeland asked Recreation Coordinator Lowe to respond to Ms. Hinton.

Recreation Coordinator Lowe answered that the survey received in the mail will have an access code and that access code is required to complete the survey on-line. There will not be an open link on-line, an access code is necessary.

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- Resident Deb Sheridan, Valle Vista Drive. Ms. Sheridan's employer is the Survey Research Center of the University of Michigan. Ms. Sheridan mentioned the last census was 8 years ago and suggested adding a question to the survey asking if the resident lived in Sierra Madre 8 years ago. Ms. Sheridan thanked the City for sending the survey to all the residents instead of only a few.
- Resident Barbara Lee Cline expressed her opinion on children books for children of different diversity.
- Mary Crawford felt the cover letter was over simplified, in the survey there were underlined options and she felt that then makes them biased and she had general survey issues. She also expressed that this is not a Library problem, it is a budget problem. We have to figure out how to manage the differed maintenance of the library.
- Resident Meredith Keith, 28 N Highland. No one is mentioning the worst case scenarios, anyone coming to ask questions about ADA Compliance. Ms. Keith is concerned that most people do not understand how bad the safety issues are. She also thanked the City Manager for talking to her and other commissioners for Library and Community Services. Ms. Keith felt it was important to make sure all commissions were in the loop.

Mayor Arizmendi closed public comment and opened for Council discussion

Mayor Arizmendi asked City Manager Engeland what the time line is for getting things done to get the survey out in January.

City Manager Engeland responded that City staff will go back to NRC with feedback from this evening's meeting. This should be sufficient for NRC to move forward with the survey. Staff is seeking direction from the Council; there is no vote required.

Council Member Capoccia asked City Manager Engeland to summarize the direction that Council provided. City Manager Engeland responded that what he has is to go back to NRC to determine if the underlying issue is misleading or indicates bias, add Sierra Vista Park in parenthesis as a description, use the address if there is enough room, add the comment about community services and to eliminate questions 9 and 10.

4. RESOLUTION 17-62: A RESOLUTION CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON APRIL 10, 2018 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISION OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES AND FOR THE SUBMISSION OF A PROPOSED ORDINANCE REPEALING THE UTILITY USERS' TAX IN ITS ENTIRETY

RESOLUTION 17-63: A RESOLUTION ADOPTING REGULATIONS FOR CANDIDATES' STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, APRIL 10, 2018

RESOLUTION 17-64: A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY OF SIERRA MADRE RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON APRIL 10, 2018

RESOLUTION 17-65: A RESOLUTION PROVIDING FOR THE FILING OF REBUTTAL ARGUMENTS FOR CITY MEASURES SUBMITTED AT MUNICIPAL ELECTIONS

RESOLUTION 17-66: A RESOLUTION AUTHORIZING CERTAIN COUNCIL MEMBERS TO SUBMIT ARGUMENTS REGARDING A MEASURE TO REPEAL THE EXISTING UTILITY USERS' TAX ORDINANCE WHICH WILL BE ON THE BALLOT FOR THE APRIL 10, 2018 MUNICIPAL ELECTION AND DIRECTING AN IMPARTIAL ANALYSIS OF THE MEASURE BY THE CITY ATTORNEY

Assistant City Clerk Aguilar presented the report.

The next Municipal Election is scheduled for April 10, 2018. It is necessary for the Council to approve those Resolutions for the election. There are five resolutions presented to the Council this evening. It is recommended that the City Council approve Resolutions 17-62, 17-63, 17-64, 17-65, and 17-66, respectively.

The Mayor opened up the discussion with the Council pertaining to Resolution 17-62

Council Member Capoccia asked if the work could the work be done in-house. City Manager Engeland responded that City staff is capable of managing the election but could not place a specific cost at this time.

Council Member Harabedian asked what City staff and the City Clerk would be doing that the City's Election Consultant, Martin & Chapman wouldn't be doing. City Manager Engeland answered that some of the tasks City staff would be doing is coordinating with the County and Martin & Chapman, and setting up and opening the polls on the day of the election, monitoring the polling sites to ensure that we are legally compliant, making sure we hit deadlines for items Council has to approve.

Mayor Arizmendi asked if the City still intends to have volunteers man the polls on Election Day. The City Manager responded that at this time the City has not yet reached out to any volunteers. Volunteers are paid stipends and those stipends are included in the approved budget. If Council would like to have staff handle that then staff can return at a later date with a report detailing that information.

Mayor Pro Tem Denise Delmar asked if any work has been done pertaining to the election that staff or the elected City Clerk have done. City Manager Engeland responded that there has been some work that Assistant City Clerk has done with Martin & Chapman and Los Angeles County.

Council Member Capoccia asked if in other cities with elected City Clerks such as Arcadia, Monrovia and South Pasadena, does the elected City Clerk run the election or is it handled internally by the Deputy City Clerk. The City Attorney responded that she knew South Pasadena is done internally by city staff.

Mayor Arizmendi asked the Council if they had any other questions before she opened it up for public comment.

Pro Tem Mayor Delmar asked if each Council Member needed to submit their own argument. Council Member Capoccia and Council Member Harabedian both answered that separate arguments do not need to be submitted. Instead it will be one argument and all Council Members will sign. City Attorney agreed this was correct, just all signatures were needed.

Council Member Harabedian asked if it was possible to add some sort of advisory question to the ballot in the event the ballot measure is approved by the voters. The measure would ask what the residents want the Council to cut. The City Attorney responded that it is possible. It is an advisory measure limited to 75 words. The Council will need to give the City Manager direction this evening if that's what they want to do.

Mayor Arizmendi asked if there were any other questions from the Council. Seeing none she opened the matter for public discussion.

Resident Deb Sheridan, Valle Vista Drive, commented that she previously served as Deputy City Clerk for Sierra Madre and believes the job of City Clerk must stay independent. Ms. Sheridan believes it would be detrimental if it became a staff position.

Barbara Lee Cline asked the City Attorney to clarify the City Clerk's salary. Ms. Cline believes that because the City Clerk was voted in by the public that the Council cannot decide what the City Clerk's salary should be.

Mayor Arizmendi asked the City Attorney to respond to Ms. Cline. City Attorney Highsmith responded that this elected City Clerk position is not a salaried position. It's similar to the elected Council Members who receive a stipend; it's tantamount to a volunteer position. There is a stipend paid to the elected City Clerk and there is a list of statutory duties for an elected City Clerk to perform. If the City is requiring the City Clerk to do more than is required by the statute then that's when the matter of compensation would be discussed because the City is asking the elected City Clerk to take on additional duties.

Resident Pat Alcorn, Grandview, believes the elected City Clerk and Deputy City Clerk should be independent of City Hall. There are hours and hours of work that go into running an election. She knows first-hand how much work goes in to running an election and does not believe it could be handled in-house.

Mayor Arizmendi asked if any other member of the public would like to come forward for public comment. Seeing no one, Mayor Arizmendi closed public comment and brought the matter back to the Council for discussion.

Mayor Arizmendi made a motion to approve Resolutions 17-63, 17-64, 17-65, and 17-66 directing staff to return to a future meeting with advisory ballot measure language

Council Member Harabedian seconded the motion.

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

Noes: None

The motion to approve Resolutions 17-63, 17-64, 17-65, and 17-66 as presented was passed unanimously.

Council Member Capoccia made a motion to eliminate Section 12 from Resolution 17-62 regarding compensation for the election.

Council Member John Harabedian seconded the motion

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

Noes: None

The motion to adopt Resolution 17-62 as amended passed unanimously by voice vote.

NEW ITEMS PLACED FOR FUTURE AGENDA

Draft resolution for an Advisory Ballot Measure asking residents to significantly reduce or eliminate library services and public safety services.

CITY COUNCIL MEETING ADJOURNED AT 9:38p.m.

Council Member John Capoccia moved to adjourn the meeting

The motion was seconded by Council Member John Harabedian

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

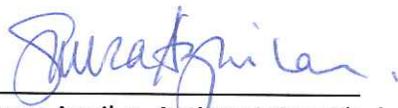
Noes: None



Rachelle Arizmendi, Mayor

Minutes taken and typed by City staff.

Approved by:



Laura Aguilar, Assistant City Clerk