



CITY OF SIERRA MADRE
CITY COUNCIL MEETING MINUTES

SIERRA MADRE CITY COUNCIL
SUCCESSOR AGENCY AND
PUBLIC FINANCE AUTHORITY

Tuesday, January 12, 2021 – 4:00 p.m.

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

As part of the City of Sierra Madre's COVID-19 Transmission Mitigation Efforts, this City Council Meeting was conducted virtually via Zoom.

The meeting was (1) streamed live on the City's Website at www.cityofsierramadre.com, (2) streamed live on Foothills Media website at <http://www.foothillsmedia.org/sierramadre>, and (3) broadcast on Government Access Channel 3 (Spectrum).

The public was provided with the opportunity to make comments (1) calling in during the meeting to provide their comments and (2) emailing their comments by 3:00 p.m. on the day of the meeting to PublicComment@cityofsierramadre.com.

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Rachelle Arizmendi called the meeting to order at 4:02 p.m. Assistant City Clerk Laura Aguilar called the roll.

Present: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Absent: None

Staff Present: Gabe Engeland, City Manager
Aleks Giragosian, City Attorney
Laura Aguilar, Assistant City Clerk/Administrative Services Manager
Rodrick Armalin, Police Chief
Brent Bartlett, Fire Chief
James Carlson, Management Analyst
Chris Cimino, Director of Public Works
Christian Delgado, Senior Network Administrator
Vincent Gonzalez, Planning and Community Preservation Director
Hillary Guirola-Leon, Finance Director
Miguel Hernandez, Assistant City Manager
Sophia Kownatzki, Management Analyst
Oscar Milan, IT Manager
Jen Peterson, Administrative Analyst
Jose Reynoso, Director of Utility Services
Rebecca Silva-Barrón, Community Services Manager

PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Arizmendi led the Pledge of Allegiance and reflected on the past week's events at the United States Capitol, sharing her hope and faith that the government will do the right thing. She also commented on the pandemic, sharing that the ICU units at the hospitals are at capacity and that two of our residents succumbed to Covid. Mayor Arizmendi shared that despite the dark times we should not lose faith and reminded everyone to be respectful and kind to one another.

APPROVAL OF MEETING AGENDA

Mayor Arizmendi noted that the 218 Tabulation process will be conducted at 6:30 pm, in accordance with public hearing notices which were mailed to the property owners. She stated that the City Council will proceed with the remaining agenda items, and will recess if necessary, to allow the tabulation process to proceed as noticed.

City Manager Engeland noted two points of clarification:

- 1) Consent item c) – the corrected not to exceed amount should be \$1,243,710.
- 2) Discussion item 2 – The land lease and revenue agreement is between the City and Cingular Wireless, not the Eukon Group. He stated that an updated attachment has been provided to the City Council.

Mayor Pro Tem Goss moved to approve the agenda with the above corrections.

Council Member Kriebs seconded the motion.

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

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst
Noes: None
Absent: None
Abstain: None

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

APPROVAL OF MINUTES

Mayor Arizmendi asked for approval of the Minutes of the Council Meeting of December 8, 2020.

Council Member Parkhurst noted that on page 5 there is a duplicate item of “Changed Clean Power Alliance Default to 100% renewable energy, and requested that duplication to be corrected.

Council Member Parkhurst moved to approve the Minutes of the Council Meeting of December 8, 2020 as amended.

Council Member Garcia seconded the motion.

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

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst
Noes: None
Absent: None
Abstain: None

The motion to approve the Minutes of the Council Meeting of December 8, 2020 as presented was passed by a unanimous vote.

MAYOR AND CITY COUNCIL REPORTS

Mayor Rachelle Arizmendi agreed that the Honors Dinner was a fun event. She also congratulated all of the winners. Mayor Arizmendi spoke about the Holiday decorations in Kersting Ct. and thanked Michelle Keith and Allison Fluckey for their contributions. Mayor Arizmendi announced that this week marks the return of Sierra Madre Thrives and the Quarantine Cantine dinner program starting this Wednesday.

Mayor Pro Tem Gene Goss spoke about the Honors Dinner, saying that it was a lovely event, saying that he particularly enjoyed seeing the Taylors speak from their home and that he loves their store; he congratulated all the winners and commended Mayor Arizmendi on her excellent work as the event’s Master of Ceremonies.

Council Member Edward Garcia reiterated his commitment to be a voice of the citizens, and noted that John Capoccia and John Harabedian left big shoes to fill. He also acknowledged the decorations in Kersting Ct., and the Kiwanis organization for their contribution to the decorations on Baldwin Ave. Council Member Garcia spoke of his goal to foster communication, particularly within the youth community.

Council Member Kelly Kriebs spoke about the reinvigoration of Sierra Madre Thrives, and the opportunity to support local restaurants and members of the community who are in need. She also expressed her gratitude to be part of a Council who is working together toward solutions that will allow for our community to emerge from the pandemic quickly and more strong. Council Member Kriebs noted that the

Kensington residents will soon be able to receive the vaccine, and she thanked the residents for giving her the opportunity to serve them.

Council Member Parkhurst thanked John Capoccia and John Harabedian for their support and encouragement. He also thanked John Capoccia for the opportunity to work with Clean Power Alliance, and John Harabedian for the opportunity to work on the City solar project. Council Member Parkhurst stated that he looks forward to serving the people. Council Member Parkhurst noted the number of Covid cases in Sierra Madre, and thanked the heroes in health care for their dedicated service, as well as the Capitol Police officers, one of whom lost his life, and the other who showed extreme bravery in protecting the nation's capital. He also shared that he and Management Analyst Carlson had attended a meeting of Clean Power Alliance where the city was offered an additional solar project.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mayor Arizmendi opened the meeting for public comment on items not on the agenda.

Assistant City Clerk Aguilar read the comments received from the following residents via email:

David Gordon
Gary Hood
Debora Sheridan
Anne Chesterman

(These emails are attached to the minutes for reference.)

Call-In comment on items not on the agenda was made as follows:

- Debora Sheridan – Ms. Sheridan thanked the Council for reading the public comment emails, and thanked the new members of the City Council for their service. She inquired if the Council had any information on the distribution of the Covid vaccine. Mayor Arizmendi assured her that the City Council will follow up with any vaccination updates.
- Lynn Kolman – Ms. Kolman requested that any further review of the monastery project be delayed until after Covid, as the remote meetings and earlier start times make participation difficult. Ms. Kolman also noted the reduction in members and responsibilities of the Planning Commission and asked the City Council to revisit the importance of the Planning Commission and re-establish their authority.
- Alex Arietta – Mr. Arietta spoke regarding the project at the monastery, stating that he feels that the plan review process and public participation have not offered sufficient transparency. He further requested progress of the project be delayed until after Covid as this is too significant of a project to not allow ample opportunity for public hearing and comments.
- David Gordon – Mr. Gordon noted that his email comments had been read, he would like to welcome the new Council members. He also requested that the City Council investigate options to extend the timeline for review of the Monastery project.

Mayor Arizmendi asked if there was anyone else calling to make a public comment on items not on the agenda. Notified that there was no one else, Mayor Arizmendi closed public comment on items not on the agenda.

AGENDA ACTION ITEMS:

CONSENT

1. CONSENT CALENDAR

Assistant City Clerk Aguilar gave the following reports under the Consent Calendar:

a) CONSIDERATION OF RESOLUTION 21-01 APPROVING CERTAIN DEMANDS

Recommendation that the City Council of the City of Sierra Madre does hereby ratify payment of City Warrants in the aggregate amount of \$162,216.96; Sierra Madre Library Warrants in aggregate amount of \$2,471.25; and Payroll Transfer in the aggregate amount of \$410,537.36 for the fiscal year ending June 30, 2021.

b) CONSIDERATION OF RESOLUTION 20-77 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 \$545,036.99; Sierra Madre Library Warrants in the aggregate amount of \$6,875.59; and Payroll Transfer in the aggregate amount of \$432,502.89; for the fiscal year ending June 30, 2021.

c) AWARD OF A CONSTRUCTION CONTRACT FOR THE 2020-21 WATER MAIN REPLACEMENT PROJECT, IN AN AMOUNT NOT TO EXCEED \$1,368,000.00, TO BIG BEN INC. AND AWARD AN AGREEMENT WITH RKA CONSULTING GROUP FOR THE CONSTRUCTION INSPECTION SERVICES FOR A NOT TO EXCEED AMOUNT OF \$63,000 AND APPROVE A BUDGET TRANSFER OF \$431,000 FROM THE SGVMWD LOAN TO THE CIP BUDGET

Recommendation that the City Council award a construction contract to, in an amount of \$1,243,710 for the 2020-21 Water Main Replacement Project to Big Ben Inc. and include a 10% contingency of \$124,290; and

It is also recommended that the City Council execute an agreement with RKA Consulting Group for the daily inspections services for the Fiscal Year 2020-21 Water Main Replacement Project in an amount not to exceed \$63,000; and

It is also recommended that the City Council approve the budget transfer of \$431,000 from the San Gabriel Valley Loan to the CIP budget.

d) CONSIDERATION OF RATIFICATION OF ACCEPTANCE OF AN ANONYMOUS DONATION OF \$200,000 TO THE POLICE AND FIRE DEPARTMENTS

It is recommended that the City Council ratify City staff's acceptance of the \$200,000 anonymous donation by minute order.

Mayor Arizmendi asked if any Council Members had questions on any of the Consent Items.

Mayor Pro Tem Goss offered clarification that the donation is \$100,000 to the Police Department and \$100,000 to the Fire Department.

Mayor Arizmendi opened public comment on the Consent Calendar items. There were no Email comments received or call-in comments made on the Consent Calendar items. Mayor Arizmendi closed public comment on the Consent Calendar and opened up the discussion to the City Council.

Council Member Garcia inquired about the terms of the loan from the San Gabriel Valley Metropolitan Water District. City Manager Engeland stated that it is a 0% interest, 10 year loan. Council Member Kriebs inquired if there is any amortization. City Manager Engeland stated that the City will be required to pay back 10% of the loan amount annually until the loan is paid off.

Mayor Arizmendi spoke about the anonymous donation to the Police and Fire Departments, stating that the City had never had a donation of this size and wanted to publicly say thank you to the donor. Mayor Pro Tem Goss echoed her thanks, and said that it was a wonderful gesture. Council Member Kriebs encouraged the Council to think of a creative way to thank and honor the donor publicly while maintaining their anonymity.

Mayor Arizmendi invited the Council to make a motion.

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

Council Member Kriebs seconded the motion.

Assistant City Clerk Aguilar called the names of each City Council Member to determine their individual vote on the Consent Items

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Noes: None

Absent: None

Abstain: None

The motion to approve Consent Items as presented was passed by a unanimous vote.

PUBLIC HEARING

Mayor Arizmendi stated that the Public Hearing would convene at 6:30pm in accordance with the notices that had been mailed to all affected property owners.

DISCUSSION

1. CONSIDERATION OF CITY COUNCIL LIAISON APPOINTMENTS AND CONSIDERATION OF RESOLUTIONS 21-03, 21-04, AND 21-05 RELATING TO APPOINTMENTS TO THE LOS ANGELES COUNTY SANITATION DISTRICT, SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS, AND LEAGUE OF CALIFORNIA CITIES

Assistant City Clerk Aguilar reported on this item with the recommendation that Mayor Arizmendi appoint Members of the City Council to serve as liaisons and/or voting delegates to various boards, commissions, and associations. It is also recommended that the City Council approve Resolution 21-03 Designating a Voting Delegate and Alternate Voting Delegate to The Los Angeles County Sanitation District; Resolution 21-04 Designating a Voting Delegate and Alternate Voting Delegate to San Gabriel Valley Council of Governments; and Resolution 21-05 Designating a Voting Delegate and Alternate Voting Delegate to League of California Cities.

Mayor Arizmendi asked if any Council Members had any questions. Council Members did not ask any questions.

Mayor Arizmendi opened public comment on this item. There were no Email comments received or call-in comments made on this item. Mayor Arizmendi closed public comment on this item and requested a motion.

Council Member Kriebs made a motion to adopt Resolution No. 21-03, Resolution No. 21-04 and 21-05 as presented.

Council Member Parkhurst seconded the motion.

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

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Noes: None

Absent: None

Abstain: None

The motion to adopt Resolution No. 21-03, Resolution No. 21-04 and 21-05 as presented was passed by a unanimous vote.

2. CONSIDERATION OF CONSTRUCTION OF CELL PHONE TOWER AND LEASE OF CITY LAND

City Manager Engeland reported on this item with the recommendation that the City Council approve the land lease and revenue agreement with Cingular Wireless, to construct an AT&T cell phone tower on City-owned property.

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

Mayor Pro Tem Goss inquired how the revenue compares with other similar contracts. City Manager Engeland stated that the revenue of \$2000-\$3000 per month is comparable with our peer cities and is in line with the least terms of the tower at the City Yard.

Council Member Kriebs inquired if there are any anticipated co-locations. City Manager Engeland stated that the language in the contract regarding co-location is standard, but we are hopeful for some co-locations.

Council Member Parkhurst inquired about the time-frame to go live and operational. City Manager Engeland stated that the term is in the contract. City Attorney Giragosian clarified that the applicant will need to secure the permits from the City, and as such, the design will need to be reviewed by both the Planning Commission and City Council. City Attorney Giragosian stated that after those approvals, permits may be issued and the City may begin collecting rent. Council Member Parkhurst inquired about the time frame for construction. Public Works Director Cimino stated that he is not sure of an exact timeline for this project, but other similar projects at the City Yard were constructed in approximately six months.

Council Member Garcia requested clarification on the contract language regarding rent collection and the effective date. City Attorney Giragosian stated that the terms of the contract are that within ten months of the effective date of this agreement or on the first day of the following month following the date when the tenant begins construction, and that the 'effective date' is defined as the date that the agreement is signed. City Attorney Giragosian further explained that based on the language in the

contract, the applicant seems to anticipate being able to have a complete application ready to be heard by both the Planning Commission and the City Council within in ten months, however the contingent language provides for the circumstances if they do not.

Council Member Garcia inquired if the language regarding the escalator that starts at 2% after two years if it is standard. City Manager Engeland stated that this is viewed as a cost of living increase, and was not negotiated upon, as it was agreeable to both parties.

Mayor Arizmendi opened public comment on this item. No Email comments were received or in-person comments made on this item. Mayor Arizmendi closed public comment on this item and brought the matter back to the City Council for a motion.

Council Member Garcia made a motion that the City Council approve the land lease and revenue agreement with Cingular Wireless, to construct an AT&T cell phone tower on City-owned property.

Council Member Kriebs seconded the motion.

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

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Noes: None

Absent: None

Abstain: None

The motion that the City Council approve the land lease and revenue agreement with Cingular Wireless, to construct an AT&T cell phone tower on City-owned property was presented and passed by unanimous vote.

3. CONSIDERATION OF ORDINANCE 1438, AN ORDINANCE ADDING CHAPTER 1.10 (SIGNATURES) TO TITLE 1 (GENERAL PROVISIONS) OF THE SIERRA MADRE MUNICIPAL CODE REGARDING THE DELEGATION OF SIGNING AUTHORITY AND THE USE OF DIGITAL SIGNATURES

City Attorney Giragosian reported on this item with the recommendation that the City Council consider and introduce with first reading Ordinance 1438 adding Chapter 1.10 (Signatures) to Title 1 (General Provisions) of the Sierra Madre Municipal Code regarding the delegation of signing authority and the use of digital signatures.

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

Council Member Kriebs confirmed that this delegation would not override any requirement of approval by City Council. City Attorney Giragosian confirmed that the City Manager would only be authorized to sign on behalf of the Council only after their approval.

Council Member Parkhurst inquired if there is any additional cost or fiscal impact. City Attorney Giragosian confirmed that there is not.

Mayor Arizmendi opened public comment on this item. No Email comments were received or in-person comments made on this item. Mayor Arizmendi closed public comment on this item.

Council Member Kriebs inquired about the current signing authority parameters that the City currently has in place. City Manager Engeland stated that there is an established authorization level for the City Manager, as well as controls in place for purchasing authority of the directors.

Mayor Arizmendi stated that she is looking forward to moving with the City into the Digital Age and invited the Council to make a motion.

Council Member Parkhurst moved to introduce with first reading, by title only, Ordinance 1438 adding Chapter 1.10 (Signatures) to Title 1 (General Provisions) of the Sierra Madre Municipal Code regarding the delegation of signing authority and the use of digital signatures.

Council Member Kriebs seconded the motion.

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

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Noes: None

Absent: None

Abstain: None

The motion that the City Council introduce with first reading, by title only, Ordinance 1438 adding Chapter 1.10 (Signatures) to Title 1 (General Provisions) of the Sierra Madre Municipal Code regarding the delegation of signing authority and the use of digital signatures was presented and passed by unanimous vote.

RECESS

At 5:16 pm, Mayor Arizmendi recessed the City Council meeting to reconvene with the Public Hearing at 6:30pm.

PUBLIC HEARING

Mayor Arizmendi reconvened the City Council meeting at 6:30pm.

1. PUBLIC HEARING REGARDING THE FORMATION OF THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT AND DIRECTION FOR THE TABULATION OF ASSESSMENT BALLOTS

Management Analyst Kownatzk reported on this item with the recommendation that the City Council take the following action, by motion:

1. Open a Public Hearing regarding the levy of Fiscal Year 2021-22 assessments and receive assessment ballot submissions for the Downtown Landscaping and Lighting Maintenance District;

After receiving public comments, testimony, and assessment ballot submissions, continue the public hearing beyond this evening's meeting and set the place and time for the tabulation of the assessment ballots.

Mayor Arizmendi acknowledged the unusual procedure, explaining that given their options, the Council felt that this was the best option.

Council Member Parkhurst inquired how many ballots had been received thus far. City Manager Engeland stated that was unknown and would not be revealed until the tabulation which will begin on January 26th.

Mayor Arizmendi opened public comment on this item. No Email comments were received or in-person comments made on this item. Mayor Arizmendi closed public comment on this item.

Council Member Garcia inquired about the information provided to the property owners. Management Analyst Kownatzki stated that a personalized mailer had been sent to each parcel owner, showing their cost and benefit of an assessment district.

Mayor Arizmendi invited a motion.

Council Member Parkhurst moved to continue the Public Hearing beyond this meeting to a set place and time, which would be on January 26, 2021 at 4 pm in the Sierra Madre Memorial Park Bandshell, weather permitting, or if weather does not permit, in City Council Chambers.

Council Member Kriebs seconded.

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

Ayes: Mayor Rachelle Arizmendi, Mayor Pro Tem Gene Goss, and Council Members Edward Garcia, Kelly Kriebs and Robert Parkhurst

Noes: None

Absent: None

Abstain: None

The motion to continue the Public Hearing beyond this meeting to a set place and time, which would be on January 26, 2021 at 4 pm in the Sierra Madre Memorial Park Bandshell, weather permitting, or if weather does not permit, in City Council Chambers. was presented and passed by unanimous vote.

NEW ITEMS PLACED FOR FUTURE AGENDAS:

Mayor Arizmendi asked the Council Members if there are any new items for future meeting agendas.

Council Member Kriebs inquired about the process of permanent appointment of a City Clerk. City Manager Engeland stated that the second reading of the relevant ordinance would be on January 26, 2021, and anticipates the appointment to be on the agenda in February.

Mayor Arizmendi inquired about the appointments to the Library Board of Trustees and the Energy, Environment and Natural Resources Commission. Council Member Parkhurst inquired if there were three applications for each position. City Manager Engeland stated that three applications had been submitted for Library Board of Trustees and two for Energy, Environment and Natural Resources Commission, and that staff can bring those applications forward at the Councils request.

ADJOURNMENT:

Mayor Arizmendi asked for a motion to adjourn.

Mayor Pro Tem Goss made a motion to adjourn the meeting.

Council Member Parkhurst seconded the motion.

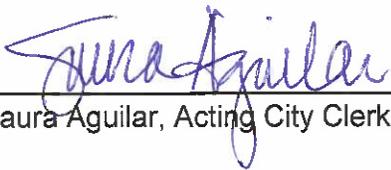
The motion to adjourn the meeting at 6:44 p.m. passed by unanimous vote.

THIS SIERRA MADRE CITY COUNCIL MEETING WAS ADJOURNED at 6:44 p.m. to a Regular Meeting to be held on January 26, 2021.



Rachelle Arizmendi, Mayor

Minutes taken and prepared by:



Laura Aguilar, Acting City Clerk