



CITY OF SIERRA MADRE
CITY COUNCIL REGULAR MEETING MINUTES

SIERRA MADRE CITY COUNCIL
SUCCESSOR AGENCY AND
PUBLIC FINANCE AUTHORITY

Tuesday, March 12, 2019 - 6:30 pm

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

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Denise Delmar called the meeting to order at 6:33 p.m. City Clerk Sue Spears called the roll.

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

Absent: None

Also Present: Gabe Engeland, City Manager
Teresa Highsmith, City Attorney
Laura Aguilar, Assistant City Clerk
James Carlson, Management Analyst
Chris Cimino, Director of Public Works
Edward Delcours, Police Lieutenant
Vincent Gonzalez, Planning & Community Preservation Director
Colby Konisek, Finance Director
Joe Ortiz, Police Chief
Jennifer Peterson, Administrative Analyst
Jose Reynoso, Utility Services Director
Rebecca Silva-Barrón, Community Services Manager
Sue Spears, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Mayor Delmar led the Pledge of Allegiance and spoke about the sacrifices of those going through Lent.

APPROVAL OF AGENDA AS PRESENTED:

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

Council Member Arizmendi moved to approve the agenda as presented.

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

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

Noes: None

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

REPORT ON THE CLOSED SESSION SPECIAL MEETING

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

APPROVAL OF MINUTES:

Mayor Delmar asked for the approval of the Minutes of the Regular Council Meeting of February 26, 2019.

Council Member Arizmendi moved to approve the Minutes of the Regular Council Meeting of February 26, 2019 as presented.

Council Member Capoccia seconded the motion to approve.

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

The motion to approve the Minutes of the Regular Council Meeting of February 26, 2019 as presented was passed unanimously.

MAYOR AND CITY COUNCIL REPORTS:

- A. Mayor Denise Delmar did not make a report.
- B. Mayor Pro Tem John Harabedian did not make a report.
- C. Council Member Rachelle Arizmendi reported that she (1) attended the Community Services Commission Meeting and heard updated information about the Kersting Court renovation, which is exciting and a long time in the making and (2) serves as the SM City Council representative on the Policy Board (includes Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, & South Pasadena) of the Foothill Workforce Development Board.
- D. Council Member John Capoccia did not make a report.
- E. Council Member Gene Goss reported that, as the City Council Liaison, he attended the Quarterly Meeting of the Library Board of Trustees Meeting at which good discussion took place, with true give and take.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

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

AGENDA ACTION ITEMS:

1. CONSENT CALENDAR:

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

- a) ADOPTION OF RESOLUTION 19-07 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS – Recommendation that the City Council approve Resolution 19-07 for approval of payment of City warrants in aggregate amount of \$397,110.68; Library warrants in the aggregate amount of \$3,551.51, and payroll transfer in the aggregate amount of \$309,098.78 for the fiscal year ending June 2019.
- b) SECOND READING OF ORDINANCE 1409: AMENDMENT TO SIERRA MADRE MUNICIPAL CODE SECTION 2.04.000 "GENERAL MUNICIPAL ELECTION" MOVING THE CITY'S GENERAL MUNICIPAL ELECTIONS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY OF EACH EVEN-NUMBERED YEAR BEGINNING NOVEMBER 2020 - Recommendation that the City Council read by title only, and adopt Ordinance 1409 amending Section 2.04.000 "GENERAL MUNICIPAL ELECTION" of the Sierra Madre Municipal Code (SMMC) moving the date of the City's General Municipal Elections to the first Tuesday, after the first Monday in November of each even-numbered year, beginning in November 2020.

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

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

Council Member Capoccia made a motion to approve Consent Items 1a & 1b as presented.

Council Member Arizmendi seconded the motion for approval.

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

Noes: None
 Absent: None
 Abstain: None

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

2. PUBLIC HEARING – AMENDMENT TO THE CAPITAL IMPROVEMENT PLAN: PROPOSED USE OF FACILITY FEES FOR ELIGIBLE PROJECTS – Recommendation that the City Council authorize expenditures from development impact fees pursuant to California Government Code Sections 66000 through 66008 and increase the Fiscal Year 2018-2019 budget by the amounts indicated in the itemized list provided in the Staff Report.

Mayor Delmar opened this item for Public Hearing.

Finance Director Konisek gave a report on this item, with the recommendation that the City Council take the following action: to amend the Capital Improvement Plan by authorizing expenditures from development impact fees pursuant to CA Government Code Sections 66000 through 66008 and increase the Fiscal Year 2018-2019 budget by the amounts indicated in the itemized list provided in the Staff Report (projects by Facilities Fee Category) as follows:

| | |
|--|--------------------|
| General Government Public Facility Fee | \$67,000 |
| City Hall ADA Compliant Restrooms - \$28,000 Emergency Operations Room Carpet - \$9,000 Upgrade Council Chambers - \$30,000 (General Seating, ADA Access Areas, Carpeting, & AV Equip.) | |
| Public Safety Facility Fee | \$50,000 |
| Debt Service Funds for Fire Engine - \$50,000 | |
| Sewer Public Facility Fee | \$357,250 |
| Maintenance Yard Office Expansion (50%) - \$57,250 Vacuum Cleaning Truck - \$300,000 | |
| Transportation Public Facility Fee | \$215,000 |
| Road Resurfacing - \$200,000 State Mandated Traffic Study - \$15,000 | |
| Water Public Facility Fee | \$320,250 |
| AMI Metering Project - \$103,000 Maintenance Yard Office Expansion (50%) - \$57,250 Vacuum Cleaning Truck - \$160,000 | |
| GRAND TOTAL FOR ALL PROJECTS | \$1,009,500 |

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

In response to a question from Council Member Capoccia regarding the target of the road resurfacing, Public Works Director Cimino said that the resurfacing would apply to the City Parking Lots, i.e. City Hall, Library, etc. Downtown parking lots, although design is still pending.

Council Member Capoccia asked about the need for a Vacuum Cleaning Truck at a cost of \$460,000. Public Works Director Cimino stated that the current combination truck (vacuum and sewer cleaning) (1) was purchased nine (9) years ago on the Master Lease, (2) has been used for the last four (4) years strictly for the Water Department, with availability to the Sewer Department in the event of an emergency, (3) has been a very valuable tool for the Water Department for digging out water leaks, (4) has saved City employees, (5) has saved money by reducing worker's compensation cases, (6) has saved other City equipment by using the combination truck, and (7) the frequent use is wearing the truck down, thus causing the truck to spend time in the shop for repairs (3 pumps, vacuum fan, & many other components). Public Works Director Cimino said that Staff is seeking a truck similar to what they currently have (1) as a backup for the primary truck, because, when the primary truck is in the shop, it leaves the City vulnerable regarding a sewer backup to vacuum sewage before it reaches the storm drain and (2) it provides an advantage in making water leak repairs.

Council Member Capoccia requested a more thorough analysis of the proposed Vacuum Cleaning Truck @\$460,000.00 prior to making a decision regarding the truck. City Manager Engeland responded that an analysis would be appropriate and that there is no urgency to expend the funds.

Public Works Director Cimino added that, prior to the purchase of a combination truck, Staff will be coming back to the City Council for approval of the purchase.

In response to a question by Mayor Pro Tem Harabedian regarding the feasibility of buying used or leasing a combination truck or whether it is a pure purchase option, City Manager Engeland said that the type and use of the vehicle would not lend itself to buying used or leasing.

In response to questions by Council Members Capoccia and Goss regarding there being no recommended expenditures for the restrooms at Memorial Park, City Manager Engeland responded that (1) there are competing needs regarding the parks, i.e. Kersting Court, community center pool, and the Memorial Park restrooms, (2) prior to Staff making a recommendation, there is a need to receive input regarding priorities from the City Council, (3) there is a question about the availability of those funds and Staff will do an analysis to make sure that the Staff Report matches the bank accounts.

Council Member Arizmendi asked what the State mandated traffic study entails. Public Works Director Cimino stated that it is a speed study to enable the SMPD to use a radar gun, is required to be updated every five years, and Staff has already gone out to bid (RFP not to exceed \$10,000).

In response to a question by Mayor Delmar regarding the proposed Maintenance Yard Office Expansion, City Public Works Director Cimino said that the office expansion was approved previously by the City Council on 11-13-2018, it is making ADA accessible bathrooms more customer friendly, upgrading one office, building an additional office for the three management staff that are housed at City Yards, and does not include any IT equipment.

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

Discussion occurred and there was consensus to approve all of the requested expenditures except the Vacuum Cleaning Truck.

Council Member Capoccia made a motion to approve all of the requested expenditures except the Vacuum Cleaning Truck.

Mayor Pro Tem Harabedian seconded the motion to approve.

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

Noes: None

Absent: None

Abstain: None

The motion to approve all of the requested expenditures except the Vacuum Cleaning Truck was passed unanimously.

3. DISCUSSION – CONSIDERATION OF REQUEST TO MOVE THE DATE OF THE CITY COUNCIL RE-ORGANIZATION TO THE FIRST REGULARLY SCHEDULED MEETING IN APRIL - Recommendation that the City Council approve a change to the scheduled reorganization from April 23, 2019 to April 9, 2019.

Administrative Analyst Peterson reported on this item, which was in response to a request by Mayor Delmar to enable all City Council Members to attend the April 2019 reorganization meeting.

Mayor Delmar asked if any Member of the Council had questions on this item. Council Members did not ask any questions.

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

Discussion occurred and there was consensus to make the re-organization date change as recommended.

Mayor Pro Tem Harabedian made a motion to approve a change to the scheduled City Council Reorganization from April 23, 2019 to April 9, 2019.

Council Member Arizmendi seconded the motion to approve.

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

Noes: None

Absent: None

Abstain: None

The motion to approve a change to the scheduled City Council Reorganization from April 23, 2019 to April 9, 2019 was passed unanimously.

4. DISCUSSION – WATERWORKS COMMUNITY ADVISORY BOARD STATUS UPDATE – Recommendation that the City Council direct staff to discontinue recruitment for the WaterWorks Community Advisory Board and direct staff to work directly with WaterWorks to provide necessary improvements to the municipal pool in the amount of \$40,000.00.

Community Services Manager Silva-Barrón reported on this item, which included a Staff Report list of suggested Waterworks Facility improvements that have been received from Waterworks users. Staff is seeking City Council direction to allow the following actions as follows:

- Discontinue the search for community members and Waterworks users to form the Community Advisory Board (CAB), given the lack of interest and response from the community.
- Allow City Staff to work directly with Waterworks on necessary improvements and approve an allocation of \$40,000 to fund said improvements.

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

In response to a comment by Council Member Capoccia that some of the suggested improvement items seemed like maintenance issues, City Manager Engeland said that (1) the list was an example of a poll of Waterworks users and not a Staff recommendation of what to repair and (2) under the lease agreement, Waterworks is responsible for maintenance and repair. He stated that Staff will be working directly with Waterworks to determine what improvements are necessary, including any amenities that may be necessary, and take those items to the Community Services Commission first before bringing it back to the City Council for consideration.

City Manager Engeland added that sometimes it is difficult to determine whether an item falls under maintenance/repair or capital improvement and there is not a mechanism for enforcement under the current lease. He said that one of the difficulties arises if something is not maintained and it breaks, then the City is responsible for the repair. City Manager Engeland stated that, in the new lease (2021), there is a much clearer definition by dollar amount of what is maintenance and what is capital improvement.

In response to a question by Council Member Capoccia as to whether it would appropriate to issue a RFP (request for proposal) to determine if another vendor would be a better manager and benefit to the City, City Manager Engeland responded that he would need to review the lease and determine the termination clause, non-renewal clause, and whether Waterworks has a first right, then the issue could be brought back to the City Council for consideration. Council Member Capoccia added that doing this in advance will help Staff and the City Council in the event that the City Council makes the decision to move in that direction.

In response to a question from Mayor Pro Tem Harabedian regarding Waterworks responsiveness as a partner/vendor, City Manager Engeland said that Waterworks has been attempting to do the minimum amount of maintenance that it can and expects the City to do the maximum number of repairs possible.

Mayor Pro Tem Harabedian expressed that the fear (in 2012 when the contract to Waterworks was first issued) that the pool would be unmaintained and then returned to the City in disrepair is a reality now and asked if Waterworks is aware of the City Council's displeasure. City Manager Engeland said that Staff has had numerous conversations with Waterworks' owners, who have been invited to come before the City Council for discussion and have declined to do so. He added that Waterworks' owners have expressed that they feel strongly that the lease payments should go into a fund to pay for future maintenance or capital expenses, which is not what the lease says.

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

Discussion occurred and there was consensus among the City Council Members and Staff was given direction to (1) discontinue the search for members to form the Community Advisory Board

(CAB) and (2) Staff will work with Waterworks, share that discussion with the Community Services Commission, and bring the proposed improvements back to the City Council for discussion.

NEW ITEMS PLACED FOR FUTURE AGENDA:

Mayor Delmar asked the members of the City Council if there are any new items for future meeting agendas. City Council Members did not suggest any new items for future meetings.

City Manager Engeland said that there are two items for future agendas as follows:

- Review of the Planning Commission's denial of 91 E. Bonita Ave. – date 4/9/2019.
- Review of how design review is applied on projects by the Planning Commission – date TBD.

ADJOURNMENT:

Mayor Delmar asked for a motion to adjourn.

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

The motion to adjourn was seconded by Council Member Goss.

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

Noes: None

Absent: None

Abstain: None

The motion to adjourn was passed unanimously.

THIS SIERRA MADRE CITY COUNCIL REGULAR MEETING WAS ADJOURNED at 7:16 p.m. to a Regular Meeting to be held on Tuesday, March 26, 2019, in the Sierra Madre City Hall Council Chambers.



Denise Delmar, Mayor

Minutes taken and prepared by:


Sue Spears, City Clerk