



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

SIERRA MADRE CITY COUNCIL  
SUCCESSOR AGENCY AND  
PUBLIC FINANCE AUTHORITY

**Tuesday, April 13 - 4:00 pm**

Sierra Madre Memorial Park Band Shell  
222 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

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

**As a result of rain, 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 3:00 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 Rachelle Arizmendi called the meeting to order at 4:01p.m. Acting 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

Also Present: Michael Amerio, City Treasurer  
Gabe Engeland, City Manager  
Miguel Hernandez, Assistant City Manager  
Aleks Giragosian, Deputy City Attorney  
Laura Aguilar, Acting City Clerk/Administrative Services Manager  
Chris Cimino, Director of Public Works  
Hilary Guirola-Leon, Finance Director  
James Carlson, Management Analyst  
Sophia Kownatzki, Management Analyst  
Oscar Milan, IT Manager  
Christian Delgado, Senior Network Administrator  
Jennifer Peterson, Administrative Analyst

**PLEDGE OF ALLEGIANCE AND INSPIRATION**

Mayor Pro Tem Goss led the Pledge of Allegiance and shared various poems about the spring season.

**APPROVAL OF MEETING AGENDA**

Mayor Arizmendi asked for approval of the agenda.

Council Member Parkhurst moved to approve the agenda as presented.

Council Member Kriebs seconded the motion.

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

Ayes: Mayor Arizmendi, Mayor Pro Tem Goss, and Council Members Garcia, Kriebs, and Parkhurst  
Noes: None

Absent: None  
Abstain: None

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

### **APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

Vote of the City Council to read all Ordinances and Resolutions by title only and waive the reading in full.

Mayor Arizmendi asked for a motion.

A motion to approve the reading of resolutions and ordinances was made by Mayor Arizmendi.

The motion to approve was seconded by Council Member Garcia.

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

Ayes: Mayor Arizmendi, Mayor Pro Tem Goss, and Council Members Garcia, Kriebs, and Parkhurst  
Noes: None  
Absent: None  
Abstain: None

The motion to approve the reading of all Ordinances and Resolutions by title only and waive the reading in full was passed by a unanimous voice vote.

### **APPROVAL OF MINUTES**

Mayor Arizmendi asked for a motion or suggested changes to meeting minutes of the Regular Council Meeting of March 23, 2021.

Council Member asked that on page 6 the sentence reading "*and the reasons for the delay in approval at the Senate*" be stricken.

Council Member Kriebs moved to approve the minutes of the Regular Council meeting of March 23, 2021 as amended.

Council Member Garcia seconded the motion.

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

Ayes: Mayor Arizmendi, Mayor Pro Tem Goss, and Council Members Garcia, Kriebs, and Parkhurst  
Noes: None  
Absent: None  
Abstain: None

The motion to approve the meeting minutes of the Regular Council Meeting of March 23 2021 as amended was passed by a unanimous voice vote.

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

Mayor Pro Tem Goss: reported that he attended the meeting of the Library Board of Trustees.

Council Member Parkhurst reported that he met with Fire Chief Bartlett and CERT and they will probably bring a resolution to the City Council in May or June.

Council Member Garcia reported all the schools in town are open in some capacity for the students, with options to continue distance learning. Sierra Madre Elementary just opened to kindergarten.

Council Member Kriebs had nothing to report.

Mayor Arizmendi welcomed City Treasurer Amerio to the meeting.

Mayor Arizmendi announced that she visited the Water Main Project on Grandview with SGV Metropolitan Water District Director Prince.

Mayor Arizmendi also acknowledged National Library Week and commended Police Chief Armalin for his great job in reading to the children.

Mayor Arizmendi announced that Sierra Madre had the highest Covid-19 vaccination rates.

She also acknowledged Public Safety Communications Week and thanked the City's Dispatchers for all they do.

Lastly, Mayor Arizmendi thanked the Solt Family for opening up the Wistaria House to the community before their house is sold.

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

Mayor Arizmendi opened the meeting for Public Comment on items not on the agenda. No Public Comment on items not on the agenda were received via call-in or Email.

Caller: Hugo inquired about the permit for construction of the AT&T communication tower. Mayor Arizmendi informed the caller that the item he was calling about is on the agenda and invited him to provide his comments at the appropriate time.

Seeing no other callers, Mayor Arizmendi closed public comment on items not on the agenda.

### **AGENDA ACTION ITEMS:**

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

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

- a) **CONSIDERATION OF RESOLUTION 21-23 APPROVING CERTAIN DEMANDS**  
It is recommended that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$247,129.59; Sierra Madre Library Warrants in the aggregate amount of \$2,365.44; and Payroll Transfer in the aggregate amount of \$399,140.24; for the fiscal year ending June 30, 2021.
- b) **CONSIDERATION OF RENEWAL OF PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN ENGINEERING FOR PLAN CHECK AND BUILDING INSPECTION SERVICES**  
It is recommended that the City Council authorize the City Manager to execute the contract to Willdan Engineering for plan check services and full-time building inspection services on a "percentage of fees" basis, in a form acceptable to the City Attorney.
- c) **CONSIDERATION OF RENEWAL OF PROFESSIONAL SERVICES AGREEMENT WITH HONG TAM FOR STRUCTURAL ENGINEERING RESIDENTIAL PLAN CHECK SERVICES**  
It is recommended that the City Council authorize the City Manager to enter into a three-year professional services agreement (March 2021 – March 2024) with Hong Tam, Structural Engineer to administer structural engineering residential plan check services on a percentage fee basis and authorize the City Manager to execute such contract in a form acceptable to the City Attorney.
- d) **CONSIDERATION OF AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH KAREN WARNER ASSOCIATES TO INCLUDE DEVELOPMENT OF AN AFFORDABLE OVERLAY ZONE AS PART OF THE HOUSING ELEMENT UPDATE 2021-2029**  
It is recommended that the City Council authorize the City Manager to amend the professional services agreement with Karen Warner Associates to include \$21,370 above the contract amount for the development of the Affordable Housing Overlay Zone.
- e) **TREASURER'S REPORT – QUARTER ENDING DECEMBER 31, 2020**  
It is recommended that the City Council receive and file the Treasurer's Report for the cash and investment portfolio for quarter ending December 31, 2020.
- f) **CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO COPP CONTRACTING, INC., FOR CONSTRUCTION OF THE FISCAL YEAR 2020-2021 STREET IMPROVEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$895,000.00, AND APPROVE AN AMOUNT NOT TO EXCEED \$65,000 FOR THE PROJECT MANAGEMENT AND DAILY INSPECTION SERVICES FOR THE 2020-2021 STREET IMPROVEMENT PROJECT**  
It is recommended that the City Council award a construction contract to COPP Contracting, Inc., in an amount not to exceed \$895,000 for the Fiscal Year 2020-21 Street

Improvement Project; and that the City Council approve an amount not to exceed \$65,000 for the project management and daily inspections services for the Fiscal Year 2020-21 Street Improvement Project.

**g) CONSIDERATION OF AN INCREASE TO THE FACILITIES BUDGET FOR LIBRARY IMPROVEMENTS**

It is recommended that the City Council increase the Facilities Budget in the Fiscal Year 2020-21 Budget by \$25,000 to begin planning for improvements at the Library.

**h) CONSIDERATION OF CITY COUNCIL RESOLUTION 21-22 AUTHORIZING AN AMENDMENT TO THE CLASSIFICATION PLAN AND SALARY MATRIX AND APPROVAL OF THE REORGANIZATION OF VARIOUS CITY DEPARTMENTS**

It is recommended that the City Council approve Resolution 21-22 adopting the reorganization of various City Departments, City intern positions hourly rate, and the amendment of the Compensation Plan and Salary Matrix.

Mayor Arizmendi invited City Treasurer Amerio to discuss the Treasurer's Report. City Treasurer Amerio discussed the City's investments, LEIF, Certificates of Deposit and other investment vehicles.

Mayor Arizmendi asked if any Council Members had questions on any of the Consent items. The Council collectively asked various questions which were answered by City staff.

Mayor Arizmendi opened the meeting for Public Comment on the Consent Items. No Public Comment on the Consent Items were received either via call-in or Email and Mayor Arizmendi closed Public Comment on the Consent items and asked for a motion.

Council Member Kriebs made a motion to approve Consent Items 1a – 1h as presented.

Mayor Pro Tem Goss seconded the motion.

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

Ayes: Mayor Arizmendi, Mayor Pro Tem Goss, and Council Members Garcia, Kriebs, and Parkhurst  
Noes: None  
Absent: None  
Abstain: None

The motion to approve Consent Items 1a – 1h, as presented, was passed by a unanimous voice vote.

**2. PUBLIC HEARING - CONSIDERATION OF CITY COUNCIL RESOLUTION 21-20, APPROVING CONDITIONAL USE PERMIT 20-01 (CUP 20-01) – NEW AT&T WIRELESS TELECOMMUNICATIONS FACILITY AT 242 WEST SIERRA MADRE BLVD.**

Assistant Planner Joshua Wolf reported on this item with the recommendation that the City Council approve City Council Resolution 21-20, approving the application for Conditional Use Permit 20-01 (CUP 20-01), pursuant to the Conditions of Approval, to allow the construction and operation of a new wireless telecommunications facility located on a portion of City-owned property at 242 West Sierra Madre Boulevard

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

The City Council, collectively, asked the applicant representative from AT&T, John Pappas and City staff a number of questions related to increased cell coverage, 5G technology, back-up batteries versus using a diesel generator and the age of the existing pine tree that is recommended to be removed.

Mayor Arizmendi opened this item for Public Comment. No public comment via Email was received.

Callers:

Hugo: calling from The Kensington. Asked how construction will affect activities at The Kensington which is across the street from the proposed project.

Keith Davis: asked if there would be any impacts or changes with regard to the seating area immediately to the north of the pine tree. The seating area was created by donation

by him and his wife in memory of their son.

Sam Carmichael: has always been disappointed with the lack of cell service in town. He called to lend support and hopes it gets passed. Mr. Carmichael asked when the project is expected to be completed and requested clarification on the type of technology; 5G or LTE?

Mayor Arizmendi closed Public Comment and asked staff to address the questions.

Director Gonzalez believes that the impact may be temporary during construction and the impact should be minimal; construction and excavation will be temporary.

Council Member Kriebs asked about Mr. Carmichael's question regarding the timeliness of construction and the technology.

AT&T Applicant John Pappas responded that he expected the application process would take another 2-3 months, expecting that construction to begin towards the end of the year.

City Manager Engeland said Council could include a condition where the Davis memorial will be safeguarded.

Both Council Member Parkhurst and Mayor Pro Tem Goss stated that they are supportive of this project

Mayor Arizmendi brought the matter back to the City Council for a motion.

Council Member Garcia made a motion to approve with condition that the Davis Family Memorial not be permanently impacted

Council Member Parkhurst seconded the motion.

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

Ayes: Mayor Arizmendi, Mayor Pro Tem Goss, and Council Members Garcia, Kriebs, and Parkhurst  
Noes: None  
Absent: None  
Abstain: None

The motion to approve Resolution 21-20 with a condition to preserve the Davis memorial was approved unanimously.

**1. DISCUSSION - APPROVAL OF ADDITIONAL PREPAYMENT TO CALPERS UNFUNDED ACCRUED LIABILITY OF \$1.5M AND AUTHORIZATION TO JOIN CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST (CEPPT).**

Finance Director Guirola-Leon and Management Analyst Kownatzki gave the presentation and recommended that the City Council:

1. Authorize a lump sum pre-payment of \$1,500,000 to CalPERS for PERS UAL and the budget amendments necessary to fund the prepayment;
2. Authorize the City to join California Employers' Pension Prefunding Trust (CEPPT)
3. Approve one-time funding for the CEPPT program of \$500,000 and budget adjustments necessary.
4. Consider ongoing annual CEPPT funding of up to \$100,000 for the following five fiscal years as part of the normal budget process.

Mayor Arizmendi asked if any Council Members had questions on this item. Finance Director Guirola-Leon, Management Analyst Kownatzki, and City Manager Engeland responded to their questions.

Mayor Arizmendi opened this item for public comment. Seeing no callers, Mayor Arizmendi brought the matter back to Council for comments and/or discussion.

Council Member Parkhurst made a motion to approve a prepayment of \$1.5M to CalPERS unfunded accrued liability and authorization to join the California Employer's Pension Prefunding Trust (CEPPT).

Council Member Garcia asked for a point of clarification to ensure the motion covered all four staff recommended points.

The motion to approve was seconded by Council Member Kriebs.

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

Ayes: Mayor Arizmendi, Mayor Pro Tem Goss, and Council Members Garcia, Kriebs, and Parkhurst

Noes: None

Absent: None

Abstain: None

The motion to approve a prepayment of \$1.5M to CalPERS unfunded accrued liability and authorization to join the California Employer's Pension Prefunding Trust (CEPPT), including all four staff recommended points, was passed by a unanimous voice vote.

## **2. DISCUSSION - CONSIDERATION OF APPROVAL OF A SOLE SOURCE CONTRACT TO GENERAL PUMP COMPANY IN AN AMOUNT NOT TO EXCEED \$178,123 FOR THE EMERGENCY REHABILITATION OF WELL 6, AND TO APPROVE NECESSARY BUDGET ADJUSTMENTS**

Utilities Director Reynoso introduced this item and recommended that the City Council approve a sole source contract to General Pump Company in an amount not to exceed \$178,123, which includes a 10% contingency for the emergency rehabilitation of Well 6, and to approve necessary budget adjustments.

Mayor Arizmendi asked if any Council Members had questions on this item. The City Council, collectively, asked City staff questions. Responses were provided by Director Reynoso and City Attorney Giragosian.

Mayor Arizmendi opened this item for Public Comment. No e-mail comments were submitted. Call-in comments were received from the following person:

Elsa Saldaña asked if the wells are retrofitted and updated? Director Reynoso responded that the City takes these opportunities to provide maintenance on the wells.

Seeing no other callers, Mayor Arizmendi brought the matter back to Council for discussion or additional questions.

Council Member Parkhurst shared his concerns regarding well maintenance. Director Reynoso responded that staff continues to be proactive in maintaining all wells.

Council Member Kriebs made a motion to approve the Sole Source Contract with General Pump Company once amendments to the Professional Services Agreement are made to clarify termination rights in section 16.2 indicating that the breach would need to be by the City.

The motion was seconded by Council Member Garcia.

Ayes: Mayor Arizmendi, Mayor Pro Tem Goss, and Council Members Garcia, Kriebs, and Parkhurst

Noes: None

Absent: None

Abstain: None

The motion to approve the Sole Source Contract with General Pump Company once amendments to the Professional Services Agreement are made to clarify termination rights in section 16.2 indicating that the breach would need to be by the City was approved by unanimous voice vote.

**FUTURE ITEMS:**

Mayor Arizmendi asked if Council wanted to add any items for future meetings. Items for future meetings included Gas Tax impacts, reformatting the Professional Services Agreement, and options for broadband in the City.

**ADJOURNMENT:**

Mayor Arizmendi adjourned the meeting at 6:29 p.m.

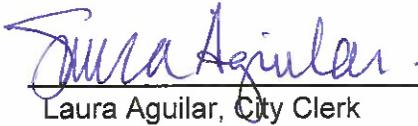
THIS SIERRA MADRE CITY COUNCIL REGULAR MEETING WAS ADJOURNED at 6:29 p.m. to a Regular Meeting to be held on April 27, 2021.



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Rachelle Arizmendi, Mayor

Minutes taken and prepared by:



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Laura Aguilar, City Clerk