

## **MINUTES**

Agenda - Regular Meeting of the Sierra Madre City Council,  
Successor Agency and Public Finance Authority  
Tuesday, May 24, 2016 – 6:30 p.m.

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

Mayor, Gene Goss, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:00 p.m. The mayor asked for public comment and there was none, therefore the mayor immediately recessed to closed session. The City Council returned from closed session at 6:30 p.m. City Clerk, Melinda Carrillo, read the roll, noting that all City Council members were present.

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

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

Absent: None

Also Present: Elaine Aguilar, City Manager  
Teresa Highsmith, City Attorney  
Vincent Gonzalez, Director of Planning and Community Preservation  
Larry Giannone, Safety Director and Police Chief  
Marcie Medina, Finance Director  
Steve Heydorff, Fire Chief  
Elisa Cox, Assistant City Manager  
James Carlson, Management Analyst  
Bruce Inman, Director of Public Works  
Joe Ortiz, Captain, Sierra Madre Police Department  
Toni Buckner, Director of Library Services  
Melinda Carrillo, City Clerk

### **PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION**

Mayor Gene Goss, led the Pledge of Allegiance and followed with a poem, "Freedom Is Not Free", by Kelly Strong.

### **APPROVAL OF AGENDA**

\*Council Member Capoccia asked to remove Agenda Item 1e regarding purchase of two public works vehicles for further discussion.

Moved: Council Member John Harabedian

Seconded: Mayor Pro Tem Rachele Arizmendi

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

Noes: None

Absent: None

Abstain: None

### **REPORT FROM CLOSED SESSION**

City Attorney Highsmith reported the Council met in closed session to discuss a matter of existing pending litigation and direction was provided, but no action was taken. The Council also met in closed session regarding negotiations with the Police Association, and direction was provided, but no action was taken. Lastly, in closed session, the council discussed a public employee discipline/dismissal and procedural direction was provided to appoint a hearing officer to preside over the appeal.

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

- 1) Council Member Denise Delmar attended the joint commissions meeting and is looking forward to working with the Community Services Commission. Council Member Harabedian had nothing to report.

- 2) Mayor Pro Tem Rachele Arizmendi also attended the joint commissions meeting and wanted to announce the ribbon cutting and gym dedication of Sierra Madre Middle School on May 25, 2016. She recognized Sierra Madre Elementary School for receiving a California Gold Ribbon Award.
- 3) Mayor Gene Goss emceed the celebration of outgoing Sierra Madre City Clerk, Nancy Shollenberger. He also spoke at the Older American of the Year Award celebration given to Ann Tyler.
- 4) Council Member Capoccia attended meeting with regards to our liability with the MS-4 permit and with the enhanced water management plan that we submitted to the State. Capoccia discussed our compliance with the Clean Water Act and also with regards to the Water Shed Management Plans. Moreover, Capoccia attended the COGG meeting. Capoccia believes this compliance and possible liability is one of the biggest threats that local governments we have today, and we need a legislative fix to do this. Capoccia asked City Manager, Elaine Aguilar, for explanation of compliance to MS-4 in a future agenda.

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

- Joanna Schilling, 633 W. Alegria Ave.: Mrs. Schilling is concerned with offshore investors purchasing properties here and leaving them empty and unattended. At times renters are in these purchased homes on our block, however, most homes are uninhabited. Homes are sold quickly and then remain vacant making Sierra Madre a haven for foreign investment and not a place that people want to live.
- Bruce Jones, 662 W. Alegria Ave.: Mr. Jones has similar issues with what was said by Mrs. Schilling. His property was damaged by a tree branch from the vacant property next door. The damage was in excess of \$750. The front and back yards on this property are not maintained and the backyard on property seems like a potential fire threat.
- Steve Schilling, 633 W. Alegria Ave.: Mr. Schilling would like this matter agendized in order to find solutions regarding the offshore investing and vacant homes affecting all of us here in Sierra Madre.
- Joy Painter, 640 W. Alegria Ave.: Mrs. Pointer clarified that they are on Alegria near Michillinda. She is concerned with the rats and mice in the vacant houses nearby which are affecting their homes.
- Larry Torres, Member of Pasadena School Board with Gretchen Vance: Mr. Torres announced the ribbon cutting celebration at the Sierra Madre Middle School. Mrs. Vance stated how grateful they are for the Pasadena School Board's \$600,000 contribution to redo the back field at the school. They invited residents to attend the gym dedication honoring, Ty Gaffney, a former Sierra Madre principal.
- Bruce Jones: Recognized Ann Tyler as the Older American of the Year, who moved to Sierra Madre more than 70 years ago.
- Shannon King, Library Board of Trustees: Encouraged all residents to visit the library and participate in the Summer Reading Program and the many more activities this summer. Pick up a free brochure at the library for more information.

*Mayor Goss closed public comment.*

### **ANSWERS TO NON-AGENDA ITEMS**

Mayor Goss asked City Manager, Elaine Aguilar, to answer some of the questions that were asked by the Alegria residents today, including Mr. and Mrs. Schilling and Mr. Jones, regarding vacant homes on their block. City Manager Aguilar stated that Federal law prohibits us from interfering with foreign property investments, however, we can enforce city code property maintenance requirements. We can possibly enforce a proactive code enforcement program like other cities are doing. We have notified the owners of the property next to Mr. Jones that was in need of maintenance, and they have cooperated. Council Member Denise Delmar and Mayor Pro Tem, Rachele Arizmendi asked for this matter to be agendized in a future agenda as well as other pending related items.

### **PRESENTATIONS**

- Mayor Goss recognized Ann Tyler as Sierra Madre's 2016 Older American and read the proclamation declaring the month of May as "Older American Month". Mayor Goss read

the certificate of recognition in honor of Mrs. Tyler. Jackie Pergola, President of the Senior Commission, accepted the award for Ann Tyler who couldn't make it this evening.

- Karma Bell, President of Sierra Madre Civic Club, and Anita Thompson, Philanthropy Committee Co-Chair, presented over \$23,000 of its Philanthropy Awards to a variety of local organizations.
- Public Works Director Inman reported on the City's water conservation and water quality. The cumulative conservation goal has been met this year up to 20.99%.

### **AGENDA ACTION ITEMS**

Elaine Aguilar, City Manager, gave the following report under the Consent Calendar, excluding Item 1e as per Council Member Capoccia's request.

#### 1. CONSENT CALENDAR

##### a) ADOPTION OF RESOLUTION 16-32 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 16-32 for approval of payment of City Warrants in aggregate amount of \$321,963.79; Library warrants in the aggregate amount of \$7,822.74, and payroll transfer in the aggregate amount of \$613,023.54 for fiscal year ending June 2016.

##### b) CITY COUNCIL CHAMBERS AUDIO AND BROADCAST EQUIPMENT REPLACEMENT

Recommendation that the City Council authorize the purchase of broadcasting and sound equipment for City Council Chambers in an amount not to exceed \$72,000.

##### c) AWARD OF BID FOR A TELECOMMUNICATIONS SYSTEM AND CARRIER SERVICES PARTNER

Recommendation that the City Council approve the RingCentral Office Plan Purchase Agreement for an initial equipment cost of \$22,724 (plus tax) and an ongoing monthly price of \$3,626.07 for 36 months; and approve the Professional Services Agreement with a not-to-exceed amount of \$20,000.

##### d) CANCELLATION OF BOTH AUGUST 2016 CITY COUNCIL MEETINGS

Recommendation that the City Council approve the cancellation of the August 9, 2016 and August 23, 2016 City Council meetings and direct staff to pay all necessary expenses during that time.

##### e) RECOMMENDATION TO APPROVE THE PURCHASE OF TWO PUBLIC WORKS FLEET UTILITY VEHICLES UTILIZING AB 2766 MOBILE SOURCE REDUCTION GRANT FUNDS

Recommendation that the City Council provide an additional appropriation from available AB 2766 Fund balance in the amount of \$23,517, approve the expenditure of \$92,217 on the purchase of two CNG- fueled utility vehicles for the Public Works Department and declare units numbered 5111 and 5118 to be surplus equipment upon arrival of their replacement vehicles.

##### f) CONSIDERATION OF RESOLUTION 16-33 REGARDING CITY CLERK COMPENSATION

Recommendation that the City Council approve Resolution 16-33 regarding City Clerk compensation.

g) RESOLUTION 16-34 AUTHORIZING SUBMITTAL OF APPLICATIONS FOR CALRECYCLE PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS

Recommendation that the City Council approve Resolution 16-34 authorizing submittal of application for payment programs and related authorizations.

*After Council discussion, Mayor Goss opened for Consent Calendar public input.*

- Nancy Shollenberger, former Sierra Madre City Clerk: Mrs. Shollenberger voiced her opinion regarding item 1F, City Clerk compensation. She stated that compensation cannot be changed in the middle of that term. She also stated that she did not sign a contract during her 2008 term as had been said in the previous meeting.

*Mayor Goss closed Consent Calendar public input.*

**ANSWERS TO PUBLIC COMMENT AGENDA ITEMS**

City Manager, Aguilar said the law states that compensation is not set to a term but rather it falls under the discretion of the City Council. City Manager Aguilar also stated that Mrs. Shollenberger did not sign any contract in 2008 regarding compensation and that there was never a contract; and City Clerk refused to sign a contract at the time.

**APPROVAL OF CONSENT CALENDAR AS PRESENTED (minus Item 1e)**

Moved: Council Member John Capoccia

Seconded: Council Member John Harabedian

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

Noes: None

Absent: None

Abstain: None

**DISCUSSION OF ITEM 1e**

City Manager and Director Inman pointed out that there is very little use of the money besides buying these vehicles for Public Works. Director Inman said that if you do not use the money, you lose it. Replacement of these vehicles is the best way to spend the money allocated.

*Mayor Goss opened for public comment but no input was given.*

**APPROVAL OF ITEM 1e**

Moved: Council Member John Capoccia

Seconded: Mayor Pro Tem Rachele Arizmendi

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

Noes: None

Absent: None

Abstain: None

**PUBLIC HEARINGS**

2. MUNICIPAL CODE TEXT AMENDMENT 16-01: AMENDMENTS TO THE INSTITUTIONAL ZONE ORDINANCE (CHAPTER 17.38) OF THE SIERRA MADRE MUNICIPAL CODE

Recommendation that the City Council open a Public Hearing, introduce and approve for first reading, by title only, and waive further reading of Ordinance 1376; and direct the City Attorney to prepare a summary of Ordinance 1376 pursuant to Government Code Section 36933(c)(1).

- Director Gonzalez presented followed by Commissioner Hutt. Commissioner Hutt clarified that most changes are policy based in order to implement and follow the General

Plan and this also re-organized the chapter to make the section work better without drastic changes.

*Mayor Goss opened for public input.*

- Barry Gold: Last year we approved the General Plan and now we are making code changes to keep in line with the general plan. Let's remind ourselves that this is being done to preserve our small town character.

*Mayor Goss closed public input.*

**APPROVAL FOR FIRST READING, BY TITLE ONLY, AND WAIVE FURTHER READING OF ORDINANCE 1376 AS PRESENTED**

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member Denise Delmar

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

Noes: None

Absent: None

Abstain: None

3. FISCAL YEAR 2016-2017 ASSESSMENT DISTRICTS: PUBLIC HEARING AND RESOLUTION OF CONFIRMATION 16-30 AND 16-31 SETTING ASSESSMENT RATES FOR AD VALOREM MAINTENANCE DISTRICTS 1, 3A, AND 3B

Recommendation that the City Council open a Public Hearing and adopt Resolution 16-30 confirming the levy of assessments for Districts 3, 5, and Community Facilities District 1, E. Miramonte Sewer District, and E. Bonita Sewer District for Fiscal Year 2016-2017; and adopt Resolution 16-31 setting taxes for Ad Valorem Districts 1, 3A, and 3B.

- City Engineer Kev Tcharkhoutian reported.

*Mayor Goss opened for public input.*

- Pat Alcorn: How much money are we talking about?
- Mr. Tcharkhoutian stated to Mr. Alcorn that the cost is about \$25,000 for both districts.

*Mayor Goss closed public input.*

**APPROVAL OF RESOLUTION 16-30 and 16-31**

Moved: Council Member Harabedian

Seconded: Council Member John Capoccia

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

Noes: None

Absent: None

**ITEMS FOR DISCUSSION**

4. CONSIDERATION OF RESOLUTION 16-24: A RESOLUTION COMBINING THE LIBRARY SERVICES AND COMMUNITY SERVICES DEPARTMENTS UNDER ONE DIRECTOR AND AMENDING THE CLASSIFICATION PLAN AND SALARY MATRIX TO REFLECT POSITIONS IN THE COMBINED DEPARTMENT

Recommendation that the City Council approve Resolution 16-24 combining the Library and Community Services Departments under one Director and approving the Classification Plan and Salary Matrix to reflect positions in the combined department.

- Assistant City Manager, Elisa Cox, reported that the joint meeting on May 16, 2016, including the Library of Trustees, the Community Services Commission and the Senior

Community Commission, went well and all members of the three commissions attended, as well as Council Member Delmar and Mayor Pro Tem Arizmendi. All agreed in combining the Library and Community Services Departments under one Director. However, in six months, the commissions want an update report.

*Mayor Goss opened for public comment but no input was given.*

#### **APPROVAL OF RESOLUTION 16-24**

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member Denise Delmar

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

Noes: None

Absent: None

Abstain: None

#### 5. WATER SYSTEM FINANCING OPTIONS AND MONTHLY UTILITY BILLING

Recommendation that the City Council obtain 20-year loan financing to refund the current outstanding bond debt, purchase an AMI system, and fund identified water infrastructure.

- City Manager Aguilar presented. City Manager suggested a special meeting for all presentations from the companies tailored to the city's financial needs.

*Mayor Goss opened for public input.*

- A representative from Equarius Waterworks briefly introduced his company.
- A representative from Fathom briefly introduced his company.

*Mayor Goss closed public input.*

#### **COUNCIL DIRECTION OF WATER SYSTEM FINANCING OPTIONS**

After discussion, there was City Council consensus to direct staff to first prepare a plan that prioritizes and lists the water infrastructure projects and associated project costs which need to be completed over the next twenty to twenty-five years. Once the water infrastructure plan is completed, the Council would revisit the possible capital funding alternatives to correlate the projects with the financing alternatives.

#### **FUTURE AGENDA ITEMS**

Council Member Delamr placed the topic of the Alegria Avenue vacant property issues on a future agenda. Council Member Capoccia requested a presentation from our EWMP consultant regarding the city's milestones and those costs on a future agenda.

#### **ADJOURNMENT at 10:05 p.m.**

Moved: Council Member John Harabedian

Seconded: Mayor Pro Tem Rachelle Arizmendi

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

Noes: None

Absent: None



Gene Goss, Mayor

Minutes taken and typed by:

  
Melinda Carrillo, City Clerk