

MINUTES

Agenda - Regular Meeting of the Sierra Madre City Council,
Successor Agency and Public Finance Authority
Tuesday, September 13, 2016 – 6:30 p.m.
City Hall Council Chambers, 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024
and
Council Member Denise Delmar via
Teleconference from Sofitel San Francisco Bay, Room 441
223 Twin Dolphin Drive, Redwood City, CA 94065

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. If time permitted, closed session would continue for further discussion after the regular City Council meeting. 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, Rachelle 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
James Carlson, Management Analyst
Bruce Inman, Director of Public Works
Joe Ortiz, Captain, Sierra Madre Police Department
Melinda Carrillo, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Mayor Pro Tem, Rachelle Arizmendi, led the Pledge of Allegiance and followed with a prayer in light of the 15th year anniversary of 9/11/2001.

REPORT FROM CLOSED SESSION:

City Attorney Highsmith reported the Council met in closed session to receive a briefing on a matter of existing litigation between the City of Gardena and the Regional Water Quality Control Board (RWQCB). Sierra Madre is a real party in interest. It was a briefing only and no action was taken. Council also met with City Attorney and City Manager regarding the process of appointing a new City Manager. It was informational only and no action was taken. It is likely that Council will adjourn back into close session after regular meeting this evening for further discussion of two more matters.

APPROVAL OF AGENDA AS PRESENTED:

Moved: Council Member John 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

Abstain: None

APPROVAL OF MINUTES FROM THE REGULAR CITY COUNCIL MEETING ON JUNE 14, 2016:

Moved: Mayor Pro Tem Rachelle Arizmendi

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

Abstain: None

APPROVAL OF MINUTES FROM THE REGULAR CITY COUNCIL MEETING ON JUNE 28, 2016:

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

Abstain: None

MAYOR AND CITY COUNCIL REPORTS:

- 1) Mayor Goss, Mayor Pro Tem Arizmendi, Council Member Capoccia and Council Member Harabedian had nothing to report.
- 2) Council Member Delmar was thankful to the Public Works crew for fixing the leak on Windsor Lane which was a big one.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

- Justin Barnes, 337 East Alegria: Mr. Barnes knows the city had a briefing from the SGV Vector Control a couple months back, however, he would like to make aware that he has found some Asian Tiger Mosquitoes around his property that can potentially carry the Zika virus. The SGV Vector Control has identified the mosquitoes on his property as the Asian Tiger Mosquitoes.
- Casey Higgins, resident of San Dimas: Mr. Higgins is running for 44th State Assembly District and introduced himself to Council and the City of Sierra Madre.

Mayor Goss closed public comment.

PRESENTATION:

- Introduction of the new president of the Pasadena Humane Society, Julie Banks.

AGENDA ACTION ITEMS:

* Elaine Aguilar, City Manager, gave the following report under the Consent Calendar.

1. CONSENT CALENDAR

- a) ADOPTION OF RESOLUTION 16-53 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 16-53 for approval of payment of City Warrants in aggregate amount of \$791,789.72 ; Library warrants in the aggregate amount of \$4,662.36 , and payroll transfer in the aggregate amount of \$277,013.03 for fiscal year ending June 2016 and June 2017.

b) ADOPTION OF RESOLUTION 16-54 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 16-54 for approval of payment of City Warrants in aggregate amount of \$744,244.33 ; Library warrants in the aggregate amount of \$7,456.60 , and payroll transfer in the aggregate amount of \$306,162.48 for fiscal year ending June 2016 and June 2017.

c) ADOPTION OF RESOLUTION 16-55 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 16-55 for approval of payment of City Warrants in aggregate amount of \$91,299.39 ; Library warrants in the aggregate amount of \$18,319.55 , and payroll transfer in the aggregate amount of \$573,293.60 for fiscal year ending June 2016 and June 2017.

d) CONSIDERATION OF PURCHASE OF PORTABLE RADIOS FOR SIERRA MADRE FIRE DEPARTMENT

Recommendation that the City Council approve the purchase of new radios for the Sierra Madre Fire Department in the amount of \$34,223.68.

e) RECOMMENDATION TO APPROVE PARCEL MAP No. 73420

Recommendation that the City Council approve Final Parcel Map No. 15-01 (PM 73420) for property located at 186 W. Highland Avenue.

f) RECOMMENDATION TO DIRECT STAFF TO ADVERTISE FOR BIDS ON SEWER SYSTEM REPAIR PROJECT FOR FY 2016-2017

Recommendation that the City Council direct staff to advertise for bids the FY 2016-2017 sewer main repair project.

g) RESOLUTION 16-52 GRANTING EASEMENTS ON CITY-OWNED LANDS TO SOUTHERN CALIFORNIA EDISON FOR THE INSTALLATION OF ELECTRICAL DISTRIBUTION SYSTEM APPURTENANCES

Recommendation that the City Council adopt Resolution 16-52 which grants the three easements to Southern California Edison and directs the Mayor to sign the necessary Easement Grant Deeds.

*** Direction was given by City Council for Staff to negotiate with Edison for more money for the easements without an appraisal by the City, and to get the cost of such an appraisal for possible future consideration and negotiations. Council would like the nearby residents of the easements to be notified.

h) RECOMMENDATION TO ADOPT RESOLUTION 16-51 APPROVING AN ADDITIONAL EXPENDITURE OF \$49,000 FROM WATER FUND RESERVES AND AWARDED A CONTRACT TO ID MODELING IN AN AMOUNT NOT TO EXCEED \$124,100 FOR THE CREATION OF A WATER DISTRIBUTION SYSTEM COMPUTER MODEL AND PREPARATION OF A WATER SYSTEM CAPITAL IMPROVEMENT PLAN (MASTER PLAN)

Recommendation that the City Council adopt Resolution 16-51 approving the additional expenditure of \$49,100 from Water Fund reserves and awarding a contract to ID Modeling in an amount not to exceed \$124,100 for the creation of a water distribution system computer model and preparation of a Water System Capital Improvement Plan (Master Plan)

Mayor Goss opened for public comment.

- Barbara Lee Cline: Is curious about Item g and the possibility of the easements used for cellular towers to get better reception around Sierra Madre.

* City Manager Aguilar answered Ms. Cline by noting that the Edison easements are for existing telephone poles and not intended for any cellular towers.

Mayor Goss closed public comment.

APPROVAL OF CONSENT CALENDAR, EXCEPT FOR ITEM G:

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member John Harabedian

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

Noes: None

Absent: None

Abstain: None

PUBLIC HEARING:

2. FIRST READING OF ORDINANCE 1379, MUNICIPAL CODE TEXT AMENDMENT 16-06 AMENDING THE R-1 FAMILY RESIDENTIAL ZONE ORDINANCE AND THE DEFINITIONS ORDINANCE

Recommendation that the City Council hold a Public Hearing, read Ordinance 1379 by title only, and approve Ordinance 1379 pursuant to Municipal Code Text Amendment 16-03, amending Chapters 17.20 R-1 Zone and Chapter 17.08 – Definitions, pursuant to Planning Commission Resolution 16-06.

* Director of Planning and Community Preservation, Vincent Gonzalez, presented.

Mayor Goss opened for public comment.

- Commissioner Hutt, further discussed the recommendations of Ordinance 1379.
- Charles Kissinger, concerned about the changes to Ordinance 1379 affecting the homes in the canyon.
- Gina Frierman-Hunt, commented further on the well-thought out recommendations.
- Barry Gold, appreciated the changes and thanked the Planning Commission and Sub-Committee.
- Commissioner Hutt, noted that the changes to Ordinance 1379 affect R-1 zones and will not affect the homes in the canyon at all.

Mayor Goss closed public comment

MOVE TO APPROVE THE RECOMMENDATIONS OF ORDINANCE 1379:

Moved: Council Member Denise Delmar

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

Abstain: None

ITEMS FOR DISCUSSION:

3. INFORMATION TECHNOLOGY MASTER PLAN

Recommendation that the City Council receive and file the IT Master Plan and instruct staff to work on implementing the objectives in the Master Plan as the budget allows.

* Elisa Cox, former Assistant City Manager, presented. Steve Robershoff from ClientFirst presented in more detail the IT Master Plan.

Mayor Goss opened for public comment.

- Barbara Lee Cline, noted that IT should have been an ongoing system and plan. Moreover, other City business is also in need of funds.
- Larry Giannone, Safety Director and Police Chief, asked Council to consider additional hours for IT personnel because tasks get put aside or fall behind due to the lack of IT staff to implement the IT Master Plan.

Mayor Goss closed public comment.

*** City Council received and filed the IT Master Plan. Staff will make recommendations to what should be funded as the budget allows based on the priorities set forth by the IT Master Plan.

4. DISCUSSION REGARDING NON- CONFORMING USES ORDINANCE

Recommendation that the City Council direct staff to work with the Planning Commission to amend Sierra Madre Municipal Code Chapter 17.56; Nonconforming Uses Ordinance.

* City Manager, Elaine Aguilar, presented.

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

MOVE TO APPROVE RECOMMENDATION FOR STAFF TO WORK WITH PLANNING COMMISSION TO AMEND SIERRA MADRE MUNICIPAL CODE CHAPTER 17.56; NONCONFORMING USES ORDINANCE:

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

Abstain: None

5. AUTHORIZATION TO BEGIN DEVELOPMENT OF A JOINT POWERS AUTHORITY FOR MANAGEMENT OF ENHANCED WATERSHED MANAGEMENT PROGRAM

Recommendation that the City Council authorize the City Manager to begin non-binding efforts, including sending a non-binding letter of commitment to create a Joint Powers Authority for the management of Enhanced Watershed Management Program (EWMP) responsibilities in the Rio Hondo/San Gabriel River Watershed Group.

* James Carlson, Management Analyst, presented.

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

MOVE TO APPROVE RECOMMENDATION TO BEGIN NON-BINDING EFFORTS, INCLUDING SENDING A NON-BINDING LETTER OF COMMITMENT TO CREATE A JOINT POWERS AUTHORITY FOR THE MANAGEMENT OF EWMP RESPONSIBILITIES IN THE RIO HONDO/SAN GABRIEL RIVER WATERSHED GROUP:

Moved: Council Member John Capoccia

Seconded: Council Member John Harabedian

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

Noes: None

Absent: None

Abstain: None

6. CONSIDERATION OF CITY MANAGER RECRUITMENT PROCESS

Recommendation that the City Council provide staff with direction.

* City Manager, Elaine Aguilar, presented.

Mayor Goss opened for public comment.

- Barry Gold: Mr. Gold would like the residents to be able to participate in choosing the new City Manager, perhaps two or more residents may be in the committee for the selection process. Mr. Gold would be glad to be one of those residents that participates.

Mayor Goss closed public comment.

*** Direction: Council unanimously agreed to have Mayor Pro Tem Arizmendi and Council Member Delmar be the Sub-Committee to select an executive management recruiter company. Staff will provide multiple recruitment companies for the Sub-Committee to select one that is the best fit to search for qualified candidates for a new City Manager.

7. RESPONSE TO GRAND JURY APPOINTED COMMISSIONS REPORT

Recommendation that the City Council provide staff with direction.

* City Manager, Elaine Aguilar, presented.

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

*** Direction: City Council unanimously agreed with Council Member Capoccia's suggestion not to change policy, but to simply satisfy what the Grand Jury wants and to put on the fact sheet that Sierra Madre Municipal Code does not prohibit an elected official from serving on a City commission; and does not prohibit a single commissioner to serve on more than one commission simultaneously. Moreover, the City's website can include that all Commissioners in Sierra Madre are not compensated.

ITEMS PLACED FOR FUTURE AGENDA

Council Member Capoccia wants the Municipal Code to be cleaned-up as to whether or not our City Administrator lives in Sierra Madre, this is a good time to do it since we have to select a new City Manager. We also need to get rid of the word "administrator" since it is no longer applicable.

CITY COUNCIL RECESSED TO CLOSED SESSION at 9:20 p.m.

The City Attorney reported out of closed session that the City Council received briefing regarding a litigation matter pursuant to Government Code Section 54956.9(d)(2) to meet with the City negotiators regarding negotiations with the Classified Employee Association. No action was taken. Council also received a briefing regarding labor negotiations with the Classified Employee Association, and direction was provided to the City's negotiators.

CITY COUNCIL MEETING ADJOURNED at 10:05 p.m.


Gene Goss, Mayor

Minutes taken and typed by:


Melinda Carrillo
City Clerk