

## **MINUTES**

Agenda - Regular Meeting of the Sierra Madre City Council,  
Successor Agency and Public Finance Authority  
Tuesday, September 27, 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  
James Carlson, Management Analyst  
Bruce Inman, Director of Public Works  
Joe Ortiz, Captain, Sierra Madre Police Department  
Mike Amerio, City Treasurer  
Melinda Carrillo, City Clerk

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

Council Member, John Capoccia, led the Pledge of Allegiance and followed with a tribute to long time Dodger announcer, Vince Scully, who retires next week after a 67-year career with the Los Angeles Dodgers.

### **REPORT FROM CLOSED SESSION:**

City Attorney Highsmith reported the Council met in closed session to discuss the procedure for the recruitment of the new city manager with the retirement of Elaine Aguilar. Among the procedures, it was decided that on October 11<sup>th</sup> there will be a community forum for members of the public to come and meet with the City's recruiter who will facilitate that meeting to get input from the community regarding what the community would like in terms of characteristics and qualities for the new city manager.

### **APPROVAL OF AGENDA AS PRESENTED:**

Moved: Council Member Denise Delmar

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

### **APPROVAL OF MINUTES FROM THE REGULAR CITY COUNCIL MEETING ON JULY 26, 2016:**

Moved: Mayor Pro Tem Rachele Arizmendi

Seconded: Council Member John Capoccia

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

Noes: None

Absent: None

Abstain: None

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

- 1) Council Members John Harabedian and Denisse Delmar had nothing to report.
- 2) Mayor Pro Tem Arizmendi, reported Council Member Delmar and herself were in the Sub-Committee to explore the recruitment possibilities for City Manager. Thanks to the Kiwanis Club Pancake Breakfast, a couple weeks ago. Hopefully it was a good turn-out and fundraising event.
- 3) Council Member John Capoccia, noted he attended the SGV Water Forum and learned the prediction for the upcoming winter has a 40-60% chance for an above average winter. In the last decade, 50% of the El Niño(s) have had less than average rainfall. In contrast, 50% of the La Nina(s) have had more than average rainfall in the last decade or so. We've had a 5-year stretch of drought and the longest recorded is 7-years, so we could go much longer. Shane Chapman from the Upper SGV Water District talked about some of the flood control district's effort in capturing water. In the last 10 years, approximately 98% of water that has run-off the mountain through the San Gabriel Valley has been recaptured and infiltrated into the ground. We have this NPDES/EWMP problem that Council Member Capoccia has talked about which proposes to build facilities at great tax payer expense to capture storm water. Therefore, if approximately 97-98% of the storm water is already being captured, and we capture the remaining 3% through the storm water projects, the water captured and percolated to be reused would be at a cost of \$1.2 million per acre foot. It is simply costly, does not make sense and is ridiculous. Lastly, Council Member Capoccia attended the COG meeting regarding the unfunded mandates and attended the Environmental and Energy Committee meeting regarding community choice aggregation which he voted against.
- 4) Mayor Goss, reported he went to the Senior Commission as liaison earlier in the month, and they are shorthanded, and have asked for getting commissioners appointed which Mayor Goss will place on future agendas.

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

- Glen Lambdin: Wants to make aware of the torn and faded condition of the American Flag at Kersting Court. He asked for it to be replaced one week ago and nothing has been done.

\* City Manager, Elaine Aguilar, answered Mr. Lambdin by stating that the VFW takes pride in providing the flag to the City and a call has already been made to them to replace it.

*Mayor Goss closed public comment.*

#### **PRESENTATIONS:**

- Police Chief, Larry Giannone, introduced and presented the new Sierra Madre Police Department employees: Dispatcher Wendy Kenner, Sergeant Angela Vorhees, Officer Mark Deen, and Officer Joe Lazcano. Sergeant Vorhees, Officer Deen and Officer Lazcano were all sworn in by City Clerk, Melinda Carrillo.
- Ryan Baker, Director of Library and Community Services presented and introduced the new Community Services Supervisor, Rebecca Silver.
- Vincent Gonzalez, Director of Planning and Community Preservation, presented and introduced the new full-time Code Enforcement Officer, Gregory Silva.
- Bruce Inman, Director of Public Works, presented an update regarding water conservation and the City's Water Quality Report.

**AGENDA ACTION ITEMS:**

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

**1. CONSENT CALENDAR**

- a) ADOPTION OF RESOLUTION 16-59 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 16-59 for approval of payment of City Warrants in aggregate amount of \$190,244.54; Library warrants in the aggregate amount of \$4,701.68, and payroll transfer in the aggregate amount of \$276,742.36 for fiscal year ending June 2016 and June 2017.

- b) TREASURER'S REPORT QUARTER ENDING MARCH 31, 2016

Recommendation that the City Council receive and file.

- c) FISCAL YEAR 2016-2017 INVESTMENT POLICY

Recommendation that the City Council approve Resolution 16-60, approving the Statement of Investment Policy for Fiscal Year 2016-2017.

- d) REVIEW OF THE SIERRA MADRE CONFLICT OF INTEREST AND DISCLOSURE MONITORING AGENCY CODE

Recommendation that the City Council approve the City's biennial Conflict of Interest Code as required by the Political Reform Act.

- e) RECOMMENDATION TO APPROVE VEHICLE AND EQUIPMENT PURCHASES

Recommendation that the City Council approve the expenditure of \$299,137 for the purchase of four vehicles to replace existing vehicles and one Caterpillar Backhoe/Loder to replace the existing.

- f) SIERRA MADRE POLICE DEPARTMENT RADIO CONSOLE REPLACEMENT

Recommendation that the City Council authorize the reallocation of \$122,181.50 of the Fiscal Year 2015- 2016 Capital Project Funds to be appropriated for the Radio Dispatch Console Project and authorize the Director of Public Safety to execute the agreement.

- g) RECOMMENDATION TO AWARD A PROFESSIONAL SERVICES CONTRACT TO RCI IMAGE SYSTEMS IN AN AMOUNT NOT TO EXCEED \$26,000 TO SCAN BUILDING PLANS, BUILDING PERMITS, AND PLANNING ENTITLEMENT DOCUMENTS

Recommendation that the City Council award a Professional Services Contract to RCI Imaging Systems to conduct Phase 1 archival document scanning services.

- h) SECOND READING OF ORDINANCE 1379, MUNICIPAL CODE TEXT AMENDMENT 16-06 AMENDING THE R-1 ZONE ORDINANCE AND THE DEFINITIONS ORDINANCE

Recommendation that the City Council introduce and approve for second reading, by title only, and waive further reading, Ordinance 1379 pursuant to Municipal Code Text Amendment 16-03 amending Chapter 17.20 - R-1 Family Zone and Chapter 17.08 – Definitions, and direct the City Attorney to prepare a summary of Ordinance 1379 pursuant to Government Code Section 36933(c)(1).

- i) CONSIDERATION OF RESOLUTION 16-57 AUTHORIZING DESTRUCTION OF OBSOLETE RECORDS

Recommendation that the City Council adopt Resolution 16-57 authorizing the destruction of obsolete records.

- j) CONTRACT WITH PECKHAM & MCKENNEY FOR CITY MANAGER RECRUITMENT

Recommendation that the City Council authorize the firm of Peckham & McKenney to conduct the City Manager recruitment process at a cost of \$27,000.

*Mayor Goss opened for public comment.*

- Barbara Lee Cline: Item i, destruction of obsolete records; Which public records are being destroyed? Item g, document scanning; Is this going to be subtracted from the funds for the fire proof cabinets and where will they start scanning? Item e, vehicle purchases; How far does the duty man live and can he leave the duty car here in town and come get it in case of an emergency? Ms. Cline would also like to ask the City Treasurer, if he is here; Is it time for a forensic audit?
- Barry Gold: Is pleased that on October 11<sup>th</sup>, the residents may participate in a forum for the recruitment of a new City Manager. Unfortunately, Mr. Gold cannot attend due to a Jewish Holiday, and therefore wanted to make a few comments today. Mr. Gold noted his appreciation to Mayor Pro Tem Arizmendi and Council Member Delmar for their hard work on the Sub-Committee. Further, Mr. Gold finds it important for 1-2 members of the community to be on the interview panel that will interview the final 4-5 candidates. It's imperative and urges the City Council to do it.
- Brian Bender: Item i, destruction of obsolete records; If the City is already scanning records, why not scan these records that may perhaps be needed in the future? Mr. Bender also commented on Item e, vehicle and equipment purchases, wanting more information regarding the older vehicles.

\* Elaine Aguilar, City Manager answered questions from the residents above. Regarding Item i, a list of the destruction of obsolete, records are attached to the Staff report. They are records that do not need to be scanned nor retained, and Staff follows the State's guidelines regarding document retention. Item g, regarding scanning and the fire proof cabinets, Staff will most likely purchase less fire proof cabinets and/or research other possibilities. Item e, regarding the vehicles and duty man, it is less time consuming if the duty man has the City vehicle with him at all times, instead of driving to the City from his house and changing cars, in case of a real emergency. Michael Amerio, the City Treasurer, is in the audience.

*Mayor Goss closed public comment.*

**APPROVAL OF CONSENT CALENDAR AS PRESENTED:**

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

**PUBLIC HEARING**

2. CITIZENS OPTION FOR PUBLIC SAFETY (COPS) GRANT FUNDING FOR FISCAL YEAR 2016-2017

Recommendation that the City Council hold a Public Hearing, accept the grant funds, and authorize the appropriation of those funds.

\* Sierra Madre Police Captain, Joe Ortiz, presented.

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

**MOVE TO ACCEPT AND APPROVE THE GRANT FUNDS AND AUTHORIZE THE APPROPRIATION OF THOSE FUNDS:**

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

### **ITEMS FOR DISCUSSION**

#### **3. CONSIDERATION OF APPOINTMENT TO THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF DIRECTORS**

Recommendation that the City Council provide staff with direction.

\* Elaine Aguilar, City Manager, presented.

*Mayor Goss opened for public comment.*

Barbara Lee Cline, noted she has not seen Dr. Nelson appear, the current trustee, in a few years.

*Mayor Goss closed public comment.*

#### **MOVE TO AGREE TO APPOINT COUNCIL MEMBER JOHN CAPOCCIA AS TRUSTEE TO THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF DIRECTORS:**

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

#### **4. CONSIDERATION OF ORDINANCE 1382, CITY MANAGER RESIDENCY**

Recommendation that the City Council introduce and approve Ordinance 1382, revising the residency requirement for the City Manager position, for first reading by title only, and waive further reading.

\* Elaine Aguilar, City Manager, presented.

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

#### **MOVE TO INTRODUCE AND APPROVE ORDINANCE 1382, REVISING THE RESIDENCY REQUIREMENT FOR THE CITY MANAGER POSITION, FOR FIRST READING BY TITLE ONLY, AND WAIVE FURTHER READING:**

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

**ITEMS PLACED FOR FUTURE AGENDA**

Mayor Goss would like City Council to consider moving forward with the current applications for Senior Commission and to make appointments since they are in need of personnel. Council Member Capoccia would like the American Flag at Kersting Court to be inspected every 1-2 years and/or to set an annual date of inspection. City Manager Aguilar noted that staff will talk to the VFW about it.

**CITY COUNCIL MEETING ADJOURNED at 8:08 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  
Abstain: None



Gene Goss, Mayor

Minutes taken and typed by:



Melinda Carrillo  
City Clerk