



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

SIERRA MADRE CITY COUNCIL  
SUCCESSOR AGENCY AND  
PUBLIC FINANCE AUTHORITY

**Tuesday, July 28, 2020 - 6:30 pm**

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

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

**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 6:00 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 John Capoccia called the meeting to order at 6:31 p.m. City Clerk Sue Spears called the roll.

**Present:** Mayor John Capoccia, Mayor Pro Tem Rachelle Arizmendi, and Council Members  
Gene Goss and John Harabedian

**Absent:** None

**Also Present:** Gabe Engeland, City Manager  
Aleks Giragosian, Deputy City Attorney  
Laura Aguilar, Assistant City Clerk/Administrative Services Manager  
Henry Amos, Police Captain  
James Carlson, Management Analyst  
Chris Cimino, Public Works Director  
Christian Delgado, Senior Network Administrator  
Vincent Gonzalez, Planning and Community Preservation Director  
Hillary Guirola-Leon, Finance Director  
Lawren Heinz, Recreation Coordinator  
Colby Konisek, Finance & Budget Manager  
Sophia Kownatzki, Management Analyst  
Oscar Milan, IT Manager  
Jennifer Peterson, Administrative Analyst  
Leila Regan, Children's Librarian  
Rebecca Silva-Barrón, Community Services Manager  
Sue Spears, City Clerk

**PLEDGE OF ALLEGIANCE AND INSPIRATION**

Council Member Harabedian led the Pledge of Allegiance and made two Public Service Announcements: (1) the LA Dodgers are playing the Houston Astros this evening, an indication that Dodger Season has officially begun, along with some sort of normalcy (even though they are playing to empty stadiums) and (2) it is vital that people take it seriously and continue to wear masks, as August will be a critical month to curb the spread of COVID-19 and reduce the number of cases.

**APPROVAL OF MEETING AGENDA**

Mayor Capoccia asked for approval of the agenda.

Council Member Harabedian moved to approve the agenda as presented.

Mayor Pro Tem Arizmendi seconded the motion.

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

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

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

### **APPROVAL OF MINUTES**

Mayor Capoccia asked for the approval of the Minutes of the Regular Council Meeting of July 14, 2020.

Council Member Goss moved to approve the Minutes of the Regular Council Meeting of July 14, 2020, as presented.

Council Member Harabedian seconded the motion.

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

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

The motion to approve the Minutes of the Regular Council Meeting of July 14, 2020, as presented, was passed by a unanimous vote.

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

Mayor John Capoccia reported that the LA County Sanitation District samples sewage at the treatment plants for the presence of COVID-19 and the resulting data will be publicized every two weeks.

Mayor Pro Tem Rachelle Arizmendi did not make a report.

Council Member Gene Goss did not make a report.

Council Member John Harabedian did not make a report.

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

Mayor Capoccia opened the meeting for Public Comment on items not on the agenda. No Public Comment on items not on the agenda was received either via Email or call-in. Mayor Capoccia closed Public Comment on items not on the agenda.

### **PRESENTATION – 2020 SIERRA MADRE PUBLIC LIBRARY BOOKMARK CONTEST WINNERS**

Children's Librarian Regan who spoke about the Sierra Madre Public Library's annual "Bookmark Contest" as follows:

- This year's theme was "Sierra Madre Heroes", the entries were diverse in the heroes depicted, and all were a delight to see and read.
- This year's contest sponsors were the following: (1) Friends of the Sierra Madre Library, (2) Mountain Views News, (3) Sierra Madre Community Foundation, (4) Sierra Madre Firefighter's Association, and (5) Sierra Madre Woman's Club.
- The four (4) selected Grand Prize Bookmark Winners, which will be printed and distributed at the Sierra Madre Public Library beginning August 8<sup>th</sup>, are as follows:
  - Emma Noel Abajian, Grade 4 - "Sierra Madre Search and Rescue" – Selected by Mayor Capoccia

- Anne Garrett, Grade 3 - "*Sierra Madre City Staff*" – Selected by Friends of the Library President
  - Ellen Thomas, Grade Kindergarten - "*Sierra Madre Teachers*" – Selected by City Manager Engeland
  - Chloe Tubbs, Grade 7 - "*Sierra Madre Mothers*" – Selected by Sierra Madre Library Trustee Chair
- The 12 grade level winners are as follows:

Grade Level	First Place – Bookmark Hero	Second Place – Bookmark Hero
Kindergarten & 1st	Ellen Thomas " <i>Sierra Madre Teachers</i> "	Zina Chou " <i>Sierra Madre Stays Home</i> "
2nd	Autumn Noh " <i>Recycle Workers</i> "	Sage Alva " <i>Search &amp; Rescue</i> "
3rd	Ann Garrett " <i>Sierra Madre City Staff</i> "	Arcadia Shula " <i>SM Elementary School Principal</i> "
4th & 5th	Emma Noel Abajian " <i>Sierra Madre Search &amp; Rescue</i> "	Juliet Kirages " <i>Postal Workers</i> "
6th	Kaiya Masuda " <i>Service Dogs</i> "	Amu Hu " <i>Sierra Madre Library</i> "
7th & 8th	Chloe Tubbs " <i>Sierra Madre Mothers</i> "	Peyton Thomas " <i>Sierra Madre Veterans</i> "

## **AGENDA ACTION ITEMS:**

### **1. CONSENT CALENDAR**

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

- a) APPROVAL OF APPROVAL OF RESOLUTION 20-54 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS - Recommendation that the City Council approve Resolution 20-54 for approval of payment of City Warrants in the aggregate amount of \$373,732.97; Sierra Madre Library Warrants in the aggregate amount of \$20,588.21; and Payroll Transfer in the aggregate amount of \$428,241.27; for the fiscal year ending June 30, 2020 and 2021.
- b) FISCAL YEAR 2020-2021 BUDGET - Recommendation that the City Council receive and file the budget book for Fiscal Year 2020-2021.
- c) FISCAL YEAR 2020-2021 PURCHASE ORDERS OVER \$45,000 - Recommendation that the City Council approve the issuance of purchase orders over the amount of \$45,000.
- d) SECOND READING BY TITLE ONLY OF ORDINANCE 1428 AMENDING CHAPTER 17.34 (AFFORDABLE HOUSING) OF TITLE 17 (ZONING) OF THE SIERRA MADRE MUNICIPAL CODE TO CONFORM TO THE STATE DENSITY BONUS LAW - Recommendation that the City Council conduct a second reading, by title only, of Ordinance 1428 amending Chapter 17.34 (Affordable Housing) of Title 17 (Zoning) of the Sierra Madre Municipal Code to conform to the recent revisions to the State Density Bonus Law.
- e) SECOND READING BY TITLE ONLY OF ORDINANCE 1429 AMENDING TITLE 2 OF THE SIERRA MADRE MUNICIPAL CODE REGARDING CITY COMMISSIONS - Recommendation that the City Council conduct a second reading, by title only, reading to Ordinance 1429, therein amending Title 2 of the Sierra Madre Municipal Code regulating City Commissions.
- f) CONSIDERATION OF RESOLUTION 20-50, DESIGNATION OF VOTING DELEGATE AND ALTERNATE FOR 2020 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AND BUSINESS MEETING - Recommendation that the City Council adopt Resolution 20-50, designating Council Member Harabedian as the City's Voting Delegate and Mayor Pro Tem Arizmendi as the alternate Voting Delegate at the 2020 League of California City's Annual Conference and Business Meeting.
- g) CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT FOR THE KERSTING COURT REFRESH PROJECT No. CS71901 FOR AN AMOUNT NOT TO EXCEED \$745,500 - Recommendation that the City Council approve the construction contract for the Kersting Court refresh project in an amount not to exceed \$745,500 to EC Construction and approve necessary budget amendments.

- h) FY 2020-21 CITY FEE SCHEDULE REVISIONS - Recommendation that the City Council approves revisions to the FY 2020-21 Fee Schedule for reduction of rental fees for use of City Parks including then band shell and covered pavilion.
- i) DIRECTION TO THE PLANNING COMMISSION REGARDING SIERRA MADRE MUNICIPAL CODE CHAPTER 17.36 (C COMMERCIAL ZONE), CHAPTER 17.68 (PARKING) AND SECTION 17.60.041 (DESIGN REVIEW PERMIT) - Recommendation that the City Council direct the City Attorney to draft a letter to the Planning Commission requesting the Planning Commission's recommendations regarding amendments to Sierra Madre Municipal Code Chapter 17.36 (C Commercial Zone), Chapter 17.68 (Parking) and Section 17.60.041 (Design Review Permit).
- j) CONSIDERATION OF RESOLUTION 20-47, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE REGARDING SIERRA MADRE POLICE DEPARTMENT AND RESPONSIBLE POLICING - Recommendation that City Council approve Resolution 20-47 regarding Sierra Madre Police Department and responsible policing.
- k) CONSIDERATION OF RESOLUTION 20-53, A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE ISSUANCE OF OUTDOOR FACILITY PERMITS TO QUALIFYING BUSINESSES - Recommendation that the City Council approve Resolution 20-53, authorizing the issuance of outdoor facility permits to qualifying businesses with no associated fees pursuant to Sierra Madre Executive Order 2020-03.

Mayor Capoccia asked if any Council Members had questions on any of the Consent Items 1a – 1k. City Manager Engeland responded to Council Member Goss' question about Consent Item 1g.

Mayor Capoccia opened Public Comment on the Consent Items. No Public Comment on the Consent Items was received either via Email or call-in. Mayor Capoccia closed Public Comment on the Consent Items and brought the matter back to the City Council for a motion.

Regarding Consent Item 1j - Mayor Pro Tem Arizmendi commented as follows: (1) thanked the Sierra Madre Police Department for their good integrity and mutual respect for the residents and people they come in contact with, (2) appreciate the fact that the City Council is able to recognize how important this work is in this resolution, and (3) recognize that there are areas for improvement.

Council Member Harabedian made a motion to approve Consent Items 1a – 1k as presented.

Mayor Pro Tem Arizmendi seconded the motion.

City Clerk Spears called the names of each City Council Member to determine their individual vote on Consent Items 1a – 1k.

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

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

**2. DISCUSSION - CONSIDERATION OF ORDINANCE 1430 ADDING CHAPTER 8.19 (POOL MAINTENANCE) TO THE SIERRA MADRE MUNICIPAL CODE**

Mgmt. Analyst Kownatzki reported on this item with the Staff recommendation to introduce and give first reading of Ordinance 1430 by title only to add Chapter 8.19 (Pool Maintenance) to Title 8 (Health and Safety) of the Sierra Madre Municipal Code. The ordinance (1) provides formal procedures and increased code-enforcement authority for the City that will help with mosquito abatement and the decrease of unmaintained residential pools and (2) provides the City with an easier channel to collaborate with the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) in the investigation and abatement of mosquito breeding.

Mayor Capoccia asked if any Council Members had questions on this item. Mayor Capoccia, Mgmt. Analyst Kownatzki, and City Manager Engeland responded to Council Member questions.

Mayor Capoccia opened Public Comment on this item. No Public Comment on this item was received either via Email or call-in. Mayor Capoccia closed Public Comment on this item and brought the matter back to the City Council for discussion.

City Council discussion occurred and there was consensus to support adoption of the resolution as presented.

Mayor Pro Tem Arizmendi made a motion to approve the adoption of Ordinance 1430 as presented.

Council Member Goss seconded the motion.

City Clerk Spears called the names of each City Council Member to determine their individual vote on the motion.

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

Noes: None

Absent: None

Abstain: None

The motion to approve the adoption of Ordinance 1430 as presented as passed by a unanimous vote.

**3. DISCUSSION - AUTHORIZATION TO SPEND UP TO \$51,580 IN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE SECOND ROUND OF THE COVID-19 SMALL BUSINESS GRANT PROGRAM**

Mgmt. Analyst Carlson reported on this item with the recommendation that the City Council authorize expenditures not to exceed \$51,580 in CDBG funds for the COVID-19 Small Business Grant Program. As part of the Sierra Madre Cares Initiative, the COVID-19 Small Business Grant Program was launched on May 21, 2020, with the use of the existing CDBG funds, with 44 local businesses meeting the CDBG requirements and each received \$3,000 in assistance. Staff is now seeking authorization to award a Second Round of the program, using \$9,280 remaining from the first distribution and \$42,300 of CDBG funds available to the City for fiscal year 2020-2021.

Mayor Capoccia asked if any Council Members had questions on this item. Mgmt. Analyst Carlson responded to Council Member questions.

Mayor Capoccia opened this item for Public Comment. No Public Comment on this item was received either via call-in or Email. Mayor Capoccia closed Public Comment on this item and brought the matter back to the City Council for discussion.

Discussion took place and there was consensus to authorize the expenditures as recommended by Staff.

Mayor Pro Tem Arizmendi made a motion to authorize expenditures not to exceed \$51,580 in CDBG funds for the COVID-19 Small Business Grant Program.

Council Member Harabedian seconded the motion.

City Clerk Spears called the names of each City Council Member to determine their individual vote on the motion.

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

Noes: None

Absent: None

Abstain: None

The motion to authorize expenditures not to exceed \$51,580 in CDBG funds for the COVID-19 Small Business Grant Program was passed by a unanimous vote.

**4. DISCUSSION - OUTDOOR CITY COUNCIL MEETING IN SEPTEMBER**

IT Manager Milan reported on this item with the recommendation that the City Council provide direction regarding conducting an outdoor City Council Meeting. The meeting would (1) allow the public to attend in person, including in person public comment, (2) be simultaneously broadcast to the City Website and Channel 3, and (3) utilize the Band Shell in Memorial Park. Per the Staff Report, anticipated extra costs incurred would be \$650 for professional audio equipment, setup, and tear down from a reputable audio and video equipment vendor, as well as resources from internal IT, Community Services Staff, and Public Works Staff.

Mayor Capoccia asked if any Council Members had questions on this item. IT Manager Milan and City Manager Engeland responded to Council Member questions.

Mayor Capoccia opened this item for Public Comment. No Public Comment on this item was received either via call-in or Email. Mayor Capoccia closed Public Comment on this item and brought the matter back to the City Council for discussion.

Discussion took place and there was consensus to direct Staff to move forward to arrange an outdoor City Council Meeting on September 8, 2020, with possible consideration for equipment investment in the future.

**NEW ITEMS PLACED FOR FUTURE AGENDAS:**

Mayor Capoccia asked the Council Members if there are any new items for future meeting agendas. No new items were suggested.

**ADJOURNMENT:**

Mayor Capoccia asked for a motion to adjourn.

Council Member Goss made a motion to adjourn the meeting.

The motion was seconded by Council Member Harabedian

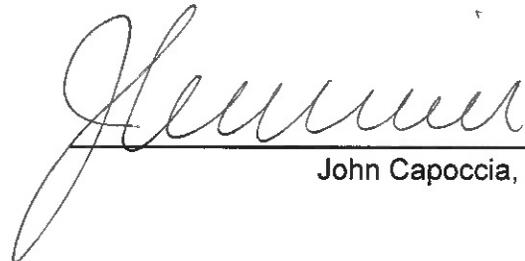
Ayes: Mayor John Capoccia, Mayor Pro Tem Rachele Arizmendi, and Council Members Gene Goss and John Harabedian

Noes: None

Absent: None

The motion to adjourn was passed by a unanimous vote.

THIS SIERRA MADRE CITY COUNCIL REGULAR MEETING WAS ADJOURNED at 7:21 p.m. to a Regular Meeting to be held on September 8, 2020.

  
\_\_\_\_\_  
John Capoccia, Mayor

Minutes taken and prepared by:

  
\_\_\_\_\_  
Sue Spears, City Clerk