



CITY OF SIERRA MADRE
CITY COUNCIL REGULAR MEETING MINUTES

SIERRA MADRE CITY COUNCIL

Tuesday, April 23, 2024 - 5:30 pm

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

THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER

The Brown Act provides the public with an opportunity to make public comments at any public meeting; As an alternative, public comment may be made by e-mail to PublicComment@CityofSierraMadre.com by 3:00 PM on the day of the meeting. Emails will be acknowledged at the Council meeting, filed into public record and scanned onto the City website for public review.

The meeting will be streamed live on the City's website at www.cityofsierramadre.com, on Foothills Media website at <http://www.foothillsmedia.org/sierramadre> and broadcast on Government Access Channel 3 (Spectrum)

CODE OF CONDUCT

The purpose of a City Council meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Council's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Council's ability to conduct City business are prohibited. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

The meeting will be streamed live on the City's website at www.cityofsierramadre.com, on Foothills Media website at <http://www.foothillsmedia.org/sierramadre> and broadcast on Government Access Channel 3 (Spectrum)

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Kriebs called the meeting to order at 5:32 p.m. City Clerk Aguilar called the roll.

Present: Mayor Kelly Kriebs, Mayor Pro Tem Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe.

Absent: None.

Also Present: Jose Reynoso, City Manager
Miguel Hernandez, Assistant City Manager
Aleks Giragosian, City Attorney
Laura Aguilar, Deputy City Manager/City Clerk
Brent Bartlett, Fire Chief
Hillary Guirola-Leon, Finance Director
Arnulfo Yanez, Public Works Director
Lawren Heinz, Administrative Analyst
Kyle Bailey, Police Sergeant
Clare Lin, Planning Manager

PLEDGE OF ALLEGIANCE AND INSPIRATION

Council Member Garcia led the Pledge of Allegiance and shared inspirational quotes.

APPROVAL OF MEETING AGENDA

Vote of the City Council to proceed with City business.

Council Member Lowe made a motion to approve the agenda as presented.

The motion was seconded by Mayor Pro Tem Robert Parkhurst

Mayor Kriebs called for a vote of the Council:

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

The motion to move to approve the agenda as presented was approved 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 Kriebs asked for a motion.

A motion to approve the reading of resolutions and ordinances was made by Council Member Goss.

The motion was seconded by Council Member Garcia

Mayor Kriebs called for a vote of the Council.

- Ayes: Mayor Kriebs, Mayor Pro Tem Parkhurst, and Council Members Garcia, Goss, and Lowe
- 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 MEETING MINUTES

Approval of April 9, 2024, City Council Regular meeting minutes.

Mayor Kriebs called for a motion to approve the minutes, as presented.

A motion to approve the meeting minutes for April 9, 2024, was made by Mayor Pro Tem Parkhurst.

The motion was seconded by Council Member Kristine Lowe

Mayor Garcia called for a vote of the Council.

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

The motion to approve the meeting minutes for April 9, 2024, was approved by a unanimous voice vote.

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Members' activities related to City business.

Council Member Garcia:
Nothing to report.

Council Member Lowe: Reported attending the Chamber of Commerce Mixer at the Kensington on April 11th, and encouraged others to attend mixers and similar events for the opportunity of meeting business members in the city. Council Member Lowe also attended a League of California Cities meeting about public safety. The meeting discussed proposals to toughen the sentencing for misdemeanors by elevating them to felony-level punishments.

Council Member Goss: Reported that on April 10th, he attended the transportation subcommittee meeting. He also reported that on April 13th, he attended the Whiskey and Wine event sponsored by the Sierra Madre Community Foundation. Council member Goss also reported that on April 22, he attended the Library Board Trustee's meeting and introduced the new project manager of the library project from Vertex, Natalie Hazard.

Mayor Pro Tem Parkhurst:

Reported that on April 10th 2024, he attended a Transportation Subcommittee meeting. The Committee met and discussed attending the Metro Service Council meeting in El Monte, and reported changes to our bus line. The next stage of the Transportation Subcommittee's plan will be an RFP for the roundabout in the City and a focus on mobility within the City; and he attended the Whiskey and Wine event on April 13. On April 11th, Mayor Pro Tem Parkhurst attended the Chamber of Commerce mixer at the Kensington. On April 13th, he attended Legendary Bingo, with the Rose Float Association. On April 15th, the Community Services Commission had a meeting and discussed several upcoming events, including the Library Art Fair, Nursery School Carnival, Bark in the Park, Older American Reception, Fire Department Service Day, Kiwanis Chili Cook-Off, Mt. Wilson Trail Race, and a Kensington event focused on aging. He reported that a special meeting of the Community Services Commission will be taking place on Thursday, April 25th at 6:00pm. Additionally, he reported that on Sunday, April 21, he attended the "Wiggle Waggle Walk" hosted by the Pasadena Humane Society. He provided a public service announcement to encourage individuals to utilize the knowledge and tips of the local police department to protect against financial crime. He reported that the Bark in the Park event will be in Sierra Vista Park at 9:00am, the Older American event on May 8th will take place at the Hart Park House at 4:30pm, and the Kiwanis Chili Cook Off will take place on Saturday, May 11th, 6:00pm – 9:00pm in the Sierra Madre Room at Sierra Vista Park.

Mayor Kriebs: Reported attending the San Gabriel Valley COG meeting on April 11th, where an update was delivered by the homeless subcommittee overseeing parking meters to assist with funding homeless endeavors. She also attended the Environmental subcommittee, and the subcommittee reported monitoring legislation locally and federally on forever chemicals and various actions to ban forever chemicals. Mayor Kriebs also reported attending the Natural Resources Committee meeting and discussed planning for the Earth Day celebration taking place on April 27th. She attended the Planning Commission meeting and discussed the proposed designs and alternatives for the 3-acre public park at 700 N Sunnyside Avenue. She reported that there was an incident at Bailey Canyon Wilderness Park on April 21st, involving the Police Department, Fire Department, Sierra Madre Search and Rescue and the Sheriff's Department of an overdue hiker. After rescue efforts, on Monday, April 22nd, the Sierra Madre Rescue Team recovered a body of the overdue hiker. Mayor Kriebs expressed thanks to the agencies that helped search for the missing hiker and offered condolences to the family and friends of the young lady.

PUBLIC PARTICIPATION CODE OF CONDUCT

Your participation is welcomed and invited at all City Council meetings. The council requests that participants refrain from making personal, slanderous, profane, or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting after being warned by the Mayor or designee to cease the disruption may be precluded from further participation in the meeting. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

PUBLIC COMMENT

The Council will listen to the public on any item on the agenda. In addition, the Council will devote time for public comment on items not on the agenda. Addressing the City Council from the audience is not permitted; all comments addressing the Council must be made from the podium. Only public comment made from the podium will be recognized by the City Council and entered into public record.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Persons wishing to speak on any item on the agenda will be called during the comment period at the time the agenda item is brought forward. Persons wishing to speak on closed session items have a choice of doing so either immediately prior to the closed session or at the time for comments on items at the open session.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Council is prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

COMMENTS

1. Any person wishing to provide public comment on matters not on the agenda, or during the comment period for items on the agenda is asked to complete a comment card. Please include your name and address. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.

2. The City provides a podium for public comment. Comments addressed to the Council shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue. Each speaker will be limited to three continuous minutes, which may not be delegated or deferred

At this time, Mayor Kriebs chose to move up the presentation in recognition of Armenian Genocide Remembrance Day.

PRESENTATION

PROCLAMATION IN RECOGNITION OF ARMENIAN GENOCIDE REMEMBRANCE DAY

Presented by Mayor Kelly Kriebs to the members of the Armenian National Committee

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mayor Kriebs opened the meeting for public comment on non-agenda items.

Marcus Duson, Sierra Madre Fire Engineer: Provided information about the upcoming Public Safety Open House occurring on Saturday, May 11th.

Keith Stevens, W. Grandview: Asked Council to revisit the Conditional Use Permit for Alverno Heights Academy due to concurrent events involving noise.

Kristen Stevens: Asked Council to review a grant directed at fireproofing homes for residents. Commended the Council on the compost giveaway event and shared gratitude for the event.

Lisa Puleo, W. Highland: Asked Council to revisit the Conditional Use Permit for Alverno Heights Academy due to noise.

City Clerk Aguilar advised that one e-mail had been received from Lisa Puleo for non-agenda items.

PRESENTATIONS

ANNUAL YMCA PRESENTATION

Presented by Kurt Knop, Director of the Pasadena-Sierra Madre YMCA

UPDATE ON LIBRARY MEANINGFUL IMPROVEMENT PROJECT

Presented by Public Works Director Arnulfo Yanez

5-YEAR BUDGET PROJECTION PRESENTATION

Presented by Finance Director Hillary Guirola-Leon

The Council asked various questions of the Finance Director and other members of the Executive Management Team, as part of a discussion of the budget projections.

ACTION ITEMS

Presented by City Clerk Aguilar

CONSENT

a) **CONSIDERATION OF RESOLUTION 24-25 APPROVING CERTAIN DEMANDS**

It is recommended that the City Council approve Resolution 24-25 approving payment of City Warrants in the aggregate amount of \$834,486.77; Sierra Madre Library Warrants in the aggregate amount of \$6,149.23; and Payroll Transfer in the aggregate amount of \$539,209.48; for the fiscal year ending June 30, 2024.

b) **CONSIDERATION OF APPROVAL OF INCREASES FOR OPEN PURCHASE ORDERS WHERE THE PURCHASE ORDER PLUS THE INCREASE EXCEEDS \$45,000 FOR FISCAL YEAR 2023-24**

It is recommended that the City Council authorize increases for purchase orders to allow staff to complete necessary purchases of services, supplies, and contracts based on the current needs of each department.

c) **CONSIDERATION OF AMENDMENTS TO WILLDAN ENGINEERING BUILDING INSPECTION, PLAN CHECK SERVICES, AND FIRE BUILDING SAFETY SERVICES - PROFESSIONAL SERVICES AGREEMENT**

It is recommended that the City Council amend the current professional services agreements with Willdan Engineering for an extension of three years, and authorize the City Manager to execute the amendment with 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.

Mayor Kriebs brought the matter to the City Council for questions.

Mayor Kriebs opened the matter for public comment.

City Clerk Aguilar advised that no e-mail had been received for Consent items.

Seeing no one come forward, Mayor Kriebs brought the matter back to Council for discussion.

The Mayor brought the matter back to the Council for a motion.

Council Member Garcia made a motion to approve Consent Agenda Items A-C

Mayor Pro Tem Parkhurst seconded the motion.

Mayor Kriebs called for a vote of the Council.

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

Noes: None.

Absent: None.

Abstain: None.

The motion to approve Consent Items A-C was passed by a unanimous voice vote.

DISCUSSION

1. DISCUSSION OF COURT CONVERSION FROM TENNIS TO PICKLEBALL AT SIERRA VISTA PARK

It is recommended that the City Council authorize a court conversion at the Sierra Vista Park from tennis courts to pickleball courts and direct staff to identify qualifying funding sources in the upcoming FY 24/25 budget process

Administrative Analyst Heinz gave the report.

Mayor Kriebs brought the matter to Council for questions.

Mayor Kriebs opened the public comment.

City Clerk Aguilar advised that seven e-mails had been received.

Seeing no one else come forward, Mayor Kriebs closed public comment and brought the matter back to Council for discussion or a motion.

Council Member Lowe made a motion to approve the project of designating the tennis courts at Sierra Vista Park as pickleball courts through a schedule of construction phases that allows the project to move forward with grant funds, separate from General Funds.

Council Member Goss seconded the motion.

Mayor Kriebs called for a vote of the Council.

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

Noes: None.

Absent: None.

Abstain: None.

The motion to was passed by a unanimous voice vote.

FUTURE AGENDA ITEMS

- Mayor Pro Tem Parkhurst requested a timeline of the Strategic Plan update.
- Council Member Garcia requested consideration of all funding sources to fund public safety departments.

ADJOURNMENT

Mayor Kriebs asked for a motion to adjourn the meeting.

Mayor Pro Tem Parkhurst made a motion to adjourn the meeting. Council Member Garcia seconded the motion.

The meeting was adjourned at 8:24 p.m. to a Regular meeting to be held on May 14, 2024.



Kelly Kriebs, Mayor

Minutes taken and prepared by:



Laura Aguilar, City Clerk