

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

*Robert Parkhurst, Mayor  
Kristine Lowe, Mayor Pro Tem  
Edward Garcia, Council Member  
Gene Goss, Council Member  
Kelly Kriebs, Council Member*

*Sue Spears, City Treasurer*

**Tuesday, February 11, 2025  
5:30 pm**

**City of Sierra Madre  
City Council Chambers  
232 W. Sierra Madre Boulevard  
Sierra Madre, California 91024**



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](mailto:PublicComment@CityofSierraMadre.com) by 3:00PM 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](http://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.

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

Mayor Parkhurst, Mayor Pro Tem Lowe, Council Member Garcia, Council Member Goss, Council Member Kriebs

Mayor Parkhurst called the meeting to order at 5:43 p.m. City Clerk Aguilar called the roll.

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

Absent: Council Member Kelly Kriebs (excused)

Also Present: Jose Reynoso, City Manager  
Miguel Hernandez, Assistant City Manager  
Aleks Giragosian, City Attorney  
Julia Homaechavarria, Deputy City Attorney  
Laura Aguilar, Deputy City Manager/City Clerk  
James Carlson, Senior Management Analyst  
Arnulfo Yanez, Director of Public Works  
Clare Lin, Director of Planning and Community Preservation  
Katelyn Huang, Assistant Planner  
Bob Spears, Emergency Services Manager  
Fire Chief Brent Bartlett

Fire Captain Karen Bustillos  
Police Chief Gustavo Barrientos  
Police Captain Henry Amos

### **PLEDGE OF ALLEGIANCE AND INSPIRATION**

Council Member Goss and shared an article from the website of Radio Prague, in the Czech Republic. The article was about a beaver colony's successful completion of a Public Works project. The colony created a much-needed dam; creating wetlands, saving the government 1.3 million dollars.

### **APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

City Attorney Giragosian asked Mayor Parkhurst to consider amending the agenda to add an emergency item to address the forecasted rains expected on Wednesday and Thursday of this week. City Attorney Giragosian suggested that the new order be the emergency discussion item, then consideration of Ordinance 1478 designating the City Manager as Director of Emergency Services, followed by Sign Placement in Parkways, and lastly the consideration of Resolution 25-06 establishing a legislative advocacy policy and authoring the City manager or designee to take policy positions on legislation, regulation, initiatives, or opportunities.

Council Member Goss made a motion to approve the agenda as amended as proposed by the City Attorney.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion to move to approve the agenda as amended was approved by a unanimous voice vote by all Members present.

### **COUNCIL OUT FROM CLOSED SESSION**

Report out from Closed Session held on January 28, 2025.

Report out from Closed Session held on February 11, 2025.

City Attorney Giragosian stated that the City Council met in Closed Session on both days to discuss initiation of litigation. No reportable action from either Closed Session.

### **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 Parkhurst called for a vote of the Council:

Mayor Pro Tem Lowe made a motion to read all Ordinances and Resolutions by title only and waive the reading in full.

Council Member Goss seconded the motion

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

The motion was passed by a unanimous voice vote from all present Members.

### **APPROVAL OF MEETING MINUTES**

~~Approval of January 9, 2025, City Council Special Meeting minutes~~ **approved on January 28, 2025**

Approval of January 21, 2025, City Council Special Meeting minutes.

Approval of January 28, 2025, City Council meeting minutes

City Clerk Aguilar advised the Council that she'd receive e-mailed feedback on the minutes from Mayor Parkhurst, requesting the following changes to the meeting minutes:

- January 21
  - On page 3, change "Mayor Kriebs" to "Mayor Parkhurst"

- Page 20, Councilmember Lowe requested the future agenda item on “Motorized Bikes and Scooters Safety Regulations”
- January 28
  - Page 3, Council Member Kriebs, in the second paragraph, change the last “him” to “her”.

Council Member Garcia asked for a change to future agenda items; The discussion item for Community Risk Officer was requested by Mayor Pro Tem Lowe, not Council Member Garcia.

Mayor Parkhurst called for a vote of the Council:

Council Member Goss made a motion to approve the two sets of minutes as amended.

Mayor Pro Tem Lowe seconded the motion.

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

The motion to amend the agenda was approved by all Members present.

**MAYOR AND CITY COUNCIL REPORTS**

Reporting of Council Members' activities related to City business.

**Council Member Goss:** attended a meeting of the Library Ad-Hoc Committee on February 3rd; the target date for completion is still January 2026. February 7<sup>th</sup> attended the Transportation Sub-Committee meeting with Mayor Parkhurst. They will present a recommendation for a new shuttle service at the February 25<sup>th</sup> Council meeting.

**Council Member Garcia:** attended the Senior Community Commission meeting on February 6 for a presentation on the Sierra Vista Apartments at 70 Esperanza.

**Mayor Pro Tem Lowe:** on February 5<sup>th</sup> visited homeowners whose homes were lost or damaged in the Eaton Fire. On February 6<sup>th</sup> attended a meeting with the Los Angeles County City Selection Committee, and on February 7<sup>th</sup> attended a Round Table session with City Manager Reynoso and State Senator Perez and Senate Leader Maguire.

**Mayor Parkhurst:** on January 29 he attended Sierra Madre’s Middle School’s re-opening of the school after the closure due to January’s Eaton Fire; on January 31 he and City Manager Reynoso attended an Assembly Round Table session with State Assembly Member Harabedian; on February 6 he attended a Clean Power Alliance Board meeting. They discussed a recent CPUC ruling and it’s financial impacts. They also discussed and approved a geothermal project out of Utah for 24/7 renewable energy, coming on-line in 2027. He also attended the meeting of the Transportation Sub-Committee and did not have anything to report, other than what Council Member Goss already reported.

**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 official meeting places 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.

**Providing Public Comment For Items on the Meeting 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.

**Provide Public Comment for Topics not on the Meeting 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.

### Providing Public Comment

1. Any person wishing to provide public comment is asked to complete a comment card. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. A podium is provided 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.

Mayor Parkhurst opened Public Comment for items not on the agenda. City Clerk Aguilar advised that three e-mails had been received in advance of the Council meeting. Those e-mails were forwarded to the Council prior to the meeting and were from:

George Eaton, 156 E. Highland Ave: wrote requesting improvements to street conditions on Mountain Avenue and Orange Grove.

Katrina Hitz-Tough, 658 Orange Dr. wrote about an After Fire Action Report, Mud Planning, and Property Resilience

Catherine Adde: wrote about concerns having to do with mud mitigation. She requested K-rails at 800 Skyland to protect from mud in the forecasted rain.

Patricia Krok: provided updates from the Senior Community Commission, spoke about the upcoming health screenings, upcoming informative lectures, and highlighted the Lunch Program, the 2/27 trip to the Regan Library, and the upcoming Valentine Day social.

Steve Palmer, 255 N. Hermosa: shared concerns about increased use of the Elementary School for youth sports.

Brenda Walkiewicz, 229 N. Hermosa: shared similar concerns about the increased use of the Elementary School, noting that during the evening and on weekends she has to park far from her home due to parked cars of the people using the school for youth sports. She requested community access to the field when the youth sports groups are not using the field.

Leila Regan, City Librarian: Provided updates on the Library's upcoming events and announced this year's One Book One City selection.

Glenn Lambdin, 444 Sturtevant Dr. mentioned Sierra Madre Municipal Code Section 12.020.070, noting that he found the section problematic. He asked that the City Council review the current code and discuss amending the Code.

James Carlson, Senior Management Analyst: provided fire statistics and updates for mud and debris flow preparations. 2500 truckloads of debris were cleared from the Sierra Madre Dam in preparation of the upcoming rainstorms. K-rails and sandbag walls have been put in place to meet anticipated demands for mud and debris management.

Police Chief Gus Barrientos: For the anticipated storm, the priority will be life, followed by the preservation of property. The City has coordinated with Los Angeles County Area D in the event that evacuations become necessary. We urge all residents to stay informed through all official communication platforms. If evacuation orders are issued, please follow the order.

Fire Chief Brent Bartlett: Spoke about the Genasys Application and the changes in the Zones since last month's fire. Some Zones have been split. Urged residents to log into the Application and check evacuation status. Some zones are currently in "Advisory" status.

### PRESENTATIONS

1. **PRESENTATION TO SIERRA MADRE SEARCH AND RESCUE IN RECOGNITION OF THEIR ASSISTANCE TO THE CITY OF SIERRA MADRE AND SURROUNDING COMMUNITY DURING THE EATON WILDFIRE IN JANUARY 2025.**
2. **PRESENTATION IN RECOGNITION OF OUTGOING CITY TREASURER MICHAEL AMERIO FOR HIS DEDICATED SERVICE TO THE CITY OF SIERRA MADRE**

### ACTION ITEMS

*Regardless of staff recommendation on any agenda item, the City Council will consider such matters, including action to approve, conditionally approve, reject, or continue such item.*

## CONSENT

- a) **CONSIDERATION OF RESOLUTION 25-12 APPROVING CERTAIN DEMANDS**  
It is recommended that the City Council approve Resolution 25-12 approving payment of City Warrants in the aggregate amount of \$729,023.38, Sierra Madre Library Warrants in the aggregate amount of \$4,803.79, and Payroll Transfer in the aggregate amount of \$536,844.90; for the Fiscal Year ending June 30, 2025.
- b) **CITY TREASURER'S REPORT FOR QUARTER ENDING DECEMBER 31, 2024**  
It is recommended that the City Council receive and file the informative report.
- c) **CONSIDERATION OF APPROVING AMENDMENT No. 1 EXTENSION OF SERVICES FOR THE PROFESSIONAL SERVICES AGREEMENT TO TATE, SNYDER, KIMSEY, INC. (TSK) ARCHITECTURE SERVICES FOR THE LIBRARY PROJECT, IN THE AMOUNT NOT TO EXCEED \$901,751, FOR THE REMAINDER OF FISCAL YEARS 2024/25 AND 2025/26**  
It is recommended that the City Council approve Amendment No. 1 extending the architecture services to TSK in an amount not to exceed \$901,751.
- d) **CONSIDERATION OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN ENGINEERING FOR FIRE MARSHAL, FIRE PLAN REVIEW, FIRE CODE OFFICIAL, AND FIRE INSPECTION SERVICES**  
It is recommended that the City Council approve Amendment No. 2 to the professional services agreement with Willdan Engineering for fire marshal, fire plan review, fire code official, fire inspection services, and authorize the City Manager to execute such amendment to the contract in a form acceptable to the City Attorney.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. Seeing no one come forward, the Mayor closed public comment and brought the matter back to the Council for discussion and/or a motion.

Mayor Pro Tem Lowe made a motion to approve Consent items a-d.  
Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion to approve Consent items a-d was approved by a unanimous voice vote by all Members present.

## PUBLIC HEARING

### **1. CONSIDERATION OF FEE SCHEDULE ADJUSTMENTS FOR THE SIERRA MADRE FIRE DEPARTMENT**

It is recommended that the City Council open a Public Hearing, receive testimony and consider adoption of fees for the Sierra Madre Fire Department.

Fire Captain Bustillo made the presentation highlighting the proposed fees and changes to the Paramedic Subscription Program, including a Family Plan and a Business Plan.

Mayor Parkhurst brought the matter to the Council for questions then opened the public hearing for testimony. Seeing no one come forward, the Mayor closed the public hearing and brought the matter back to the Council for discussion and/or a motion.

The City Council discussed the proposed changes.

Council Member Garcia expressed pleasure in the new categories for the Paramedic Subscription Program.

Council Member Goss noted the value of the Paramedic Subscription Program and expressed disappointment at current low registration numbers. He is hopeful that the new features for the Program will attract additional subscribers.

Mayor Pro Tem Lowe asked if there were any plans to change the current payment options, to allow subscribers to pay on-line, rather than writing a check. She also asked if there were any concessions or clauses that provided fee waivers for the Paramedic Subscription Program for any Sierra Madre Fire

Department volunteer that served for 15 years or more. Fire Chief Bartlett said that he did not find any reports from the early 2000's making note of that clause, but would continue to research the matter.

Mayor Parkhurst called for a motion from the Council:

Mayor Pro Tem Lowe made a motion to approve the recommended Fee Schedule adjustments.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The Fee Schedule adjustments were approved by a unanimous voice vote by all Members present.

## **DISCUSSION**

### **1. CONTINUING THE DISCUSSION OF A PROCLAMATION OF A LOCAL EMERGENCY IN LIGHT OF THE IMPENDING RAIN**

City Manager Reynoso gave the presentation, recommending an amendment to the Proclamation of a local emergency that was made by the City Council at a Special meeting on January 9, 2025. The City Manager requested that the City Council amend Council January 9<sup>th</sup> decision to add mud flow and debris to the Local Proclamation, pursuant to Government Code Section 8630.

Mayor Pro Tem asked if the City would open the EOC. City Manager Reynoso responded that the EOC was scheduled to be open the next morning at 6:00.

The Mayor asked if this action would reset the clock. City Attorney Giragosian advised that it would extend the time period, and added the City Council could end the local emergency at any time.

Council Member Garcia recalled that the Council previously asked if the proclamation that was adopted in January would cover wind, fire, and debris flow. City Attorney Giragosian advised that he believed it was okay as written but resolution itself does not reference debris flow specifically and believes it would be a safer approach to add that language to the proclamation.

Mayor Parkhurst asked the Council for any additional questions then opened public comment. Seeing no one come forward, the Mayor closed public comment and brought the matter back to the Council for discussion and/or a motion.

City Attorney Giragosian suggested the motion might be worded to include continuing the proclamation of a local emergency caused by the Eaton Fire, including potential debris flow.

Council Member Garcia made a motion to continue the proclamation of a local emergency caused by the Eaton Fire, and any subsequent, potential debris flow.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion to continue the proclamation of a local emergency caused by the Eaton Fire, and any subsequent, potential debris flow was approved by a unanimous voice vote by all Members present.

### **2. CONSIDERATION OF ORDINANCE 1478 TO DESIGNATE THE CITY MANAGER AS THE DIRECTOR OF EMERGENCY SERVICES**

It is recommended that the City Council conduct its first reading of Ordinance 1478, by title only.

Deputy City Attorney Homaechearria gave the report.

After the presentation, Mayor Parkhurst brought the matter to the Council for questions.

Council Member Garcia asked how an alternate would be designated and noted that he preferred that the order of succession already be contemplated. Deputy City Attorney responded that the alternate would be designated in advance.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. Seeing no one come forward, the Mayor closed public comment and brought the matter back to the Council for discussion and/or a motion.

Council Member Garcia shared concerns about identifying a clear successor to the City Manager.

Mayor Pro Tem Lowe noted that the City Manager will know their team better than the Council and suggested that appointing an alternate Director of Emergency Services would be better left to the City Manager.

City Attorney Giragosian suggested striking the last sentence of Section 3 item B "Such orders of succession shall be approved by the City Council", from the ordinance.

Council Member Goss made a motion to approve Ordinance 1478 as amended.

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion to approve Ordinance 1478 as amended, striking the last sentence of Section 3 item B "Such orders of succession shall be approved by the City Council" was approved by all Members present.

### **3. SIGN PLACEMENT IN PUBLIC PARKWAYS**

It is recommended that the City Council provide direction.

Assistant Planner Huang gave the report, requesting direction from the Council.

After the presentation, Mayor Parkhurst brought the matter to the Council for questions.

Mayor Pro Tem Lowe asked if it's typical for property owners to be required to maintain the parkways in front of their properties, and also, how is the property line determined? Also, what is the difference between a parkway and right-of-way?

Management Analyst Carlson responded that the right-of-way is everything between the property lines. The property line to the curb is the parkway.

Council continued discussion then opened public comment.

Glenn Lambdin, Sturtevant: recommended the prohibition of all signs in the parkway. He shared concerns about political signs in the last election. Signs were noticed in bow-outs, parkways, and in some Council Member's homes.

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

The City Council discussed the topic and directed City staff to return to a future meeting with the following direction:

- Draft a resolution that defines the duty of the property owner
- Include a limit to the number of permissible signs
- Define where the signs can be posted
- Content neutrality, inclusive of all signs; including youth sports, elections, and other advocacy signs.
- Include that it does not provide a safety hazard or impede a driver's vision

Mayor Pro Tem Lowe asked if there were any State restrictions for signs that prohibits certain speech.

Mayor Parkhurst asked if any provisions needed to be made to include real estate signs. City Attorney Giragosian responded that that is covered under a different section of the Municipal Code.

Mayor Parkhurst remarked that we are trying to codify the actual practice. Then asked the City Manager if he had sufficient direction.

City Manager Reynoso responded with his understanding of the discussion:

- Who maintains the parkways and why?
- The homeowners right to use the parkway
- Signs in general
- Are there state and county restrictions that apply to the City
- For election signs, are there time restrictions?

Council Member Goss asked that staff include signs placed too close to intersections, from a safe traffic point of view.

**4. RESOLUTION NO. 25-06 ESTABLISHING A LEGISLATIVE ADVOCACY POLICY AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO TAKE POLICY POSITIONS ON LEGISLATION, REGULATION, INITIATIVES, OR OPPORTUNITIES**

It is recommended that the City Council consider adoption of Resolution No. 25-06 establishing a legislative advocacy policy and authorizing the City Manager or designee to take policy positions on legislation, regulation, initiatives, or opportunities.

City Attorney Giragosian gave the report. At the conclusion, Mayor Parkhurst brought he matter to the Council for questions.

Mayor Parkhurst opened Public Comment for this topic.

Glenn Lambdin, Sturtevant: expressed concerns with delegating these duties to City staff. He feels that this policy would violate public trust and side-step the legislative process. He suggested calling for Special Council meetings if decisions are timely.

Council Member Garcia asked Mr. Lambdin if he attended or watched the previous Council meeting, noting that his concerns were raised by the Council.

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

Council Member Garcia noted that the title of the resolution doesn't capture the spirit or the intent of the resolution and can be misleading.

Mayor Parkhurst added that at the core, the resolution should address the time-sensitive nature of the request.

Mayor Pro Tem Lowe asked for two Council Members to approve of these time-sensitive requests.

Council Member Garcia asked to include that this request be needed before the next Council meeting.

Mayor Parkhurst asked City Attorney Giragosian to make the edits and bring it back to the next Council meeting as a Consent item.

**FUTURE AGENDA ITEMS**

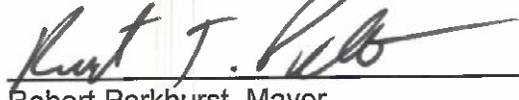
- Mayor Pro Tem Lowe requested a future discussion on trees in the parkway and areas with ambiguous property lines.

**ADJOURNMENT**

Council Member Garcia made a motion to adjourn the meeting.

Council Member Goss seconded the motion.

The meeting was adjourned at 9:06 pm to a Regular meeting to be held on February 25, 2025.

  
Robert Parkhurst, Mayor

Minutes taken and prepared by:



Laura Aguilar, City Clerk

**ACTION ITEMS**

*Regardless of staff recommendation on any agenda item, the City Council will consider such matters, including action to approve, conditionally approve, reject, or continue such item.*

**PUBLIC HEARING**

*The appellant and/or applicant will each be provided a total of ten (10) minutes to address their item. A portion of their allotted time may be reserved for rebuttal or a summary conclusion at the close of public comment. All other speakers will be limited to a total of three continuous minutes, which cannot be delegated. These rules will be enforced but may be changed by appropriate City Council action.*

**AVAILABILITY OF AGENDA MATERIALS**

*Materials related to items on this agenda are available for public inspection on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).*

**LIVE BROADCASTS**

*Regular City Council meetings are broadcast live on Cable Channel 3 and rebroadcast on Wednesday and Saturday at 5:30 p.m.*

**MEETING ASSISTANCE**

*If you require special assistance to participate in this meeting, please call the City Clerk's office at (626) 355-7135 at least 48 hours prior to the meeting.*

**ADJOURNMENT**

*The City Council will adjourn to a meeting to take place on February 25, 2025.*