

# Memorandum

**To:** Honorable Mayor and Members of the City Council

**From:** Elaine I. Aguilar, City Manager *EA*

**Date:** March 10, 2017

**Subject:** City Manager's Report

---

---

## CITY MANAGER

### NEXT UPCOMING MEETINGS

Agendas for upcoming meetings are posted at City Hall and on the City's website at least 72 hours prior to the meeting time. All meetings are held in City Council Chambers unless otherwise noted.

- Tuesday, March 14<sup>th</sup> – 6:30 pm City Council
- Wednesday, March 15<sup>th</sup> – 7:00 pm Energy, Environment, & Natural Resources Commission
- Thursday, March 16<sup>th</sup> – 7:00 pm Planning Commission

### UPCOMING COMMUNITY EVENTS

- Saturday, March 11<sup>th</sup> – Environmental and Natural Resources Commission Film Festival
- Sunday, March 12<sup>th</sup> – Wistaria Festival –Downtown Sierra Madre
- Tuesday, March 14<sup>th</sup> – Reception for new City Manager Gabe Engeland, City Hall at 5:00 pm
- March 24 – 26 Huck Finn Campout, Fishing Derby, Family Fishing
- Saturday, April 15 – Easter Egg Hunt – Memorial Park
- Sunday, April 23 – Free Compost Giveaway at Sierra Vista Basketball Courts
- May 6 – 7 - Art Fair sponsored by Friends of SM Library at SM Memorial Park
- Friday, May 26<sup>th</sup> – MWT Race Pasta Feed and Raffle at Kersting Court
- Saturday, May 27<sup>th</sup> – Mount Wilson Trail Race
- Saturday, June 3<sup>rd</sup> – Community Yard Sale at Sierra Vista Park

### MEET THE NEW CITY MANAGER – GABE ENGELAND

A reception will be held, before Tuesday night's City Council meeting, so that the community can come out and meet the City's new City Manager, Gabe Engeland. Gabe's first day is Monday, March 13<sup>th</sup> and he looks forward to meeting you! The reception is Tuesday, March 14<sup>th</sup>, beginning at 5:00 pm, at City Hall.

SAYING FAREWELL

I began working for cities in 1983, and I held a number of positions, in a number of cities, all in preparation for August 2007, when I was appointed Sierra Madre’s new City Manager. Now nine and a half years have gone by so quickly, and I can’t believe this is my final City Manager’s report. I truly mean it when I say that Sierra Madre is a special place, and it isn’t easy leaving, but personal family matters need my full attention, so it is time to turn things over to the new City Manager Gabe Engeland. I have been able to spend some time with Gabe and I really think he is fantastic, and he will be a good fit for this wonderful town. I am really going to miss everyone – the City Council Members, the residents, business owners, volunteers and City staff. One of my many goals, 9.5 years ago, was to hopefully bring some stability to the position of City Manager, and at that time, I wholeheartedly gave the City Council a 5 year commitment. But little did I know that 5 years would quickly almost become 10 years! I leave knowing that between the committed City Council, the involved community, and the dedicated City staff, that there aren’t any obstacles that are too great and that can’t be overcome. I wish everyone and Sierra Madre all the best!

OLDER “SIERRA MADRE” AMERICAN AWARD PROGRAM – SAVE THE DATE

*Older American* Nomination forms are available at City Hall and the Library. The deadline to submit a nomination is Thursday, March 23<sup>rd</sup>. The Honoree will be recognized at a reception on May 12<sup>th</sup>, 2017.

UPCOMING COUNCIL MEETING ITEMS

Please note, this is staff’s best estimate of the scheduling of future agenda items. This schedule is subject to revision as agenda items may be rescheduled to a future meeting, and are occasionally moved forward. Items may be rescheduled due to staff needing additional time to complete an item, too many items on a single agenda, or other issues impacting scheduling. Items are not listed in the order that they will appear on the Council’s agenda. Additionally, agenda items are occasionally dropped from the list. (Agenda items are only deleted when it is a staff generated item that is no longer necessary, or if a Council Member withdraws a requested item.) Lastly, the Mayor determines the scheduling and order of agenda items.

28-Mar	Presentation	Water Conservation Update & Monthly Water Quality Report
28-Mar	Consent	Authorization to Bid for Playground ADA Project (tentative)
28-Mar	Consent	Award of Bid for Street Project
28-Mar	Consent	Warrants
28-Mar	Public Hearing	City Solar Project (Tentative)
30-Mar	Special	Special City Council Meeting with Supervisor Barger
11-Apr	Consent	Award of Bid for Janitorial and Landscape Services
11-Apr	Consent	Warrants
11-Apr	Discussion	Historic Survey
25-Apr	Presentation	Water Conservation Update & Monthly Water Quality Report
25-Apr	Consent	Warrants
25-Apr	Consent	City Council Reorganization
9-May	Consent	Warrants
9-May	Discussion	Authorization to hold Public Hearing for Assessment Districts
9-May	Discussion	Appointment of City Council Liaisons to Boards, Commissions, and Committees
9-May	Discussion	Fee Waiver for Historic Properties

---

9-May	Discussion	Water Infrastructure Financial Plan
9-May	Discussion	Water Rate Study
23-May	Presentation	Civic Club presentation of Annual Philanthropy Awards
23-May	Presentation	Water Conservation Update & Monthly Water Quality Report
23-May	Consent	Warrants
23-May	Public Hearing	Assessment Districts
23-May	Public Hearing	Consideration of R3 Zone Amendments
23-May	Public Hearing	Consideration of Modifications to Ordinance 1371 Medical Marijuana Dispensaries
23-May	Discussion	Long-Term Strategic Planning for SMFD

## **LIBRARY & COMMUNITY SERVICES DEPARTMENT**

### COMMISSION MEETINGS

The next Community Services Commission meeting is scheduled for Monday, March 20<sup>th</sup> at 6:30 p.m.

The next Library Board of Trustees meeting is scheduled for Wednesday, March 22<sup>nd</sup> at 7:00 p.m.

At the Senior Community Commission Meeting on March 2<sup>nd</sup>, the Commission discussed the Seniors Rock Concert, Older American Reception preparations, and the Community Yard Sale. Discussions on adding additional cabinets to the Hart Park House storage room were tabled until the next meeting.

### LIBRARY AND COMMUNITY SERVICES PROGRAMS

Mt. Wilson Trail Race registration is now open to the general public. There are currently 230 registered participants. Registration is available in person at City Hall or online through the Mt. Wilson Trail Race website.

Huck Finn Camping registration began Monday, February 27<sup>th</sup> and continues through March 20<sup>th</sup> at the Hart Park House and City Hall. Registration is 90% full. Interested campers are encouraged to register soon for the remaining spaces.

The Teen Book Club and Sierra Madre Playhouse are having a joint program on May 15<sup>th</sup>. Actors from The Sierra Madre Playhouse will be sharing scenes from the stage adaption of the novel *A Wrinkle in Time*.

Kids on break for spring break can attend Spy School at the Library. Based on the popular children's novels by Stuart Gibbs, kids will learn to decode secret messages, avoid booby-traps, and create disguises. Thursday, March 23<sup>rd</sup> at the Library

Tied in with this year's Huck Finn fishing event, kids aged 9-12 will learn the basics of the traditional Japanese fishing technique called *Tenkara* including how to build and use their own *tenkara* fishing poles. Thursday, March 16<sup>th</sup> at the Library

Stop by the Library and Community Services' booth during the Wistaria Festival on March 12<sup>th</sup> to make wistaria crafts and get information about future community programs and services.

Sign up now for Senior Center Tax Assistance with Don Brunner, on Wednesday, March 1<sup>st</sup>. Reservations may be made at the Hart Park Senior Center.

Pet Therapists will visit the Hart Park House on Thursdays – March 9<sup>th</sup> and March 16<sup>th</sup> – introducing pet craft-making activities; including cat, dog, rabbit toys, and animal beds for their shelter. All materials will be provided. This is a two day event; attendance is free for one or both classes.

The March 30<sup>th</sup> senior excursion is to Walt Disney Concert Hall. The docent-lead tours will take visitors through much of the interior space and throughout the gardens. Lunch is not included. Twenty-four seniors are registered with twenty one spaces remaining.

## **PLANNING & COMMUNITY PRESERVATION**

### **PLANNING COMMISSION MEETING**

The next Planning Commission meeting is scheduled for Thursday, March 16, 2017 at 7:00 pm. The agenda includes the following projects:

#### **126 East Mira Monte Avenue Discretionary Demolition Permit 16-01 (DDP 16-01)**

The Planning Commission will continue the application for DDP 16-01 to the February 20, 2017 meeting at the request of the applicant. This case was previously continued by the Commission at the February 16, 2017 meeting.

#### **City Solar Project Initial Study and Mitigated Negative Declaration**

The Commission will also consider a City of Sierra Madre Solar Project consisting of constructing approximately 11 photovoltaic (PV) arrays at 611 East Sierra Madre Boulevard (aquatics center and spreading basins), and one PV array at 232 West Sierra Madre Boulevard (City Hall parking lot). The PV system would be installed on elevated structures in a shed configuration measuring 8-12 feet in height. The combined total footprint of the PV system would be approximately 50,300 square feet and is broken down by each site as follows:

- City Hall: One array covering approximately 5,400 square feet.
- Aquatics Center: Three arrays covering approximately 6,600 square feet.
- Spreading Basins: Eight arrays covering approximately 38,300 square feet.

An initial Environmental Study and Mitigated Negative Declaration were prepared for the project and a 30-day public comment period was published beginning February 1, 2017 through March 2, 2017. The Planning Commission will continue to take public testimony at the March 16, 2017 public hearing. Staff recommends that the Planning Commission forward recommend to the City Council to adopt the Initial Study (IS), Mitigated Negative Declaration (MND) and the installation of the photovoltaic arrays at the referenced sites. The City Council is tentatively scheduled to review the Project at the March 28, 2017 City Council meeting.

#### **General Plan Amendment and Zone Change**

The Planning Commission will conduct a public hearing to consider the following: 1) a General Plan Amendment (GPA) to change the land use designation of Assessor's Parcel Number 5762-010-014 from H (Hillside) to NOS (Natural Open Space) and a zone change to change the zoning designation from HMZ (Hillside Management Zone) to OS (Open Space); 2) a General Plan Amendment (GPA) to change the land use designation of Assessor's Parcel Number 5762-011-903 from H (Hillside ) to NOS (Natural Open Space) and a zone change to change the zoning designation from R-1(One Family Residential) to OS (Open Space), and 3) a General Plan Amendment (GPA) to change the land use

designation of Assessor's Parcel Number 5763-001-003 from NOS (Natural Open Space) to H (Hillside).

The purpose of the General Plan amendments is to correct the land use designation of the abovementioned parcels in the 2015 General Plan Land Use Map to match the existing use or existing development limitations on these parcels, and the corresponding zone change is to make their zoning designation consistent with the General Plan land use designation, as required by law.

## **POLICE DEPARTMENT**

### **CRISIS INTERVENTION TRAINING**

On Wednesday, three Officers attended a mandatory, 8-hour class on crisis intervention and dealing with the mentally ill. The training was held at the Burbank Police Department.

## **PUBLIC WORKS**

### **MOUNT WILSON TRAIL RACE COMMITTEE STORAGE BIN**

The Public Works Department helped find a temporary home for the Mt Wilson Trail equipment storage bin. Located at the north gate of the West Mira Monte Reservoir site. The bin doors are adjacent to the street so there is no access to the reservoir site by the public.



### **SCE POLE REPLACEMENT PERMITS ISSUED**

Southern California Edison (SCE) is continuing with their infrastructure replacement and repair program. Yesterday, Public Works issued 14 permits for pole replacements on Auburn Ave from Grandview to Carter and the neighboring streets. Prior to the work No Parking sign shall be hung 72 hours in advance and Edison will give residents notices of disruption to their power service. There will be traffic controls in effect during the projects.



#### DISTRICT AMI CONSERVATION PROJECT

On March 10<sup>th</sup>, 330 residents received a letter offering a water meter upgrade that would allow residents to track water use in near real time. In just under a month the Water Department has upgraded 64 meters. Public Works processes up to 5 applications per day for the new technology. The meter upgrade program sponsored by the San Gabriel Municipal Water District is available to the first 200 residents who are having a little trouble (less than 4 or 5 units) staying under their conservation target. Beginning on March 20<sup>th</sup>, 2017 any remaining AMI upgrades will be available on a first come first serve basis to Sierra Madre water customers. There are 10 residents on the waiting list. If a customer would like to be added to the waiting list, please contact Water Billing.

#### SIERRA MADRE SPREADING

Staff submitted the request for water release for the Huck Finn Fishing Derby to the Los Angeles County Department of Public Works. The past few years have been a struggle, with just barely enough water to keep the top 3 basins full of water long enough for the annual event. Water is usually delivered 2 to 3 days before the event and will run out by late Sunday or early Monday following the event. This year after receiving over 22" of rain, the County has begun releasing water to the Sierra Madre Spreading Basins 3 weeks ahead of schedule. Sierra Madre began receiving between 8 to 12 CFS on Tuesday of this week and is expected to receive this water through the Huck Finn event.

We are still hoping April showers will extend the water spreading season into late Spring.

#### BENCH DONATION

A bench has been donated in honor of long-time Children's Librarian Gloria Hinshaw. The bench was installed the week in the City Hall rotunda.

