

# Memorandum

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

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

**Date:** March 28, 2014

**Subject:** City Manager's Report

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## CITY MANAGER

### NEXT WEEK'S MEETINGS

Please note that the agenda is available on the City's website approximately 72 hours before the meeting. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. Next week's meetings are:

- Thursday, April 3<sup>rd</sup> – Senior Community Commission meeting 3:00 pm
- Thursday, April 3<sup>rd</sup> – Planning Commission meeting 7:00 pm

### UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Tuesday, April 8<sup>th</sup> – Municipal Election
- Friday, April 25<sup>th</sup> – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC
- Friday, May 30<sup>th</sup> – Older American Reception at the Hart Park House

### REMINDER – APRIL 8TH COUNCIL MEETING CANCELLED

This is just a reminder that the April 8<sup>th</sup> City Council meeting has been previously cancelled so that the Council Chambers can be used to on election day and to tally the ballots. The next regular Council meeting is April 22<sup>nd</sup>, and is the City Council reorganization meeting.

### BUZZING ON SMTV3

As the Council is aware we have been receiving a number of complaints regarding the loud "buzzing" sound heard when residents watch SMTV3 at home. Over the weekend the CMF (Community Media of the Foothills) technician was able to identify that the audio compressor that controls the audio sent to Time Warner had gone bad. For now the problem is fixed because we are bypassing the compressor. We are hoping that the staff at CMF can repair the part so that it will not be necessary to purchase a new compressor, but if not, a new audio compressor will be needed to be ordered as the bypass is only a temporary fix.

### UUT OVERSIGHT COMMITTEE MEETING

The City Council took action in January 2014 to appoint the UUT Oversight Committee pursuant to the current voter approved UUT Ordinance. The committee was originally scheduled to meet on March 18<sup>th</sup>, but the meeting conflicted with the candidate forum on the same date and time. So the meeting was rescheduled to March 27<sup>th</sup>.

Per the current ordinance, the UUT Oversight Committee will be conducting a review of last fiscal year's information, because the review occurs after the financial audit is completed so the Committee can make a recommendation regarding whether the funds were expended pursuant to the direction provided in 2008's Measure UA. (Measure UA was the 2008 advisory measure that voters also approved which provided guidance that the revenues generated by the UUT increase be used to fund public safety services.) The first committee meeting was last night, and normally the committee takes three meetings to complete their work. Because there is no established meeting date, all of the meetings are designated as "Special Meetings" and staff will notice the meetings on the City's website, by posting the agenda outside City Hall, and in the weekly City Manager's report.

### 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.

8-Apr		Municipal Election- No City Council Meeting
22-Apr	Presentation	Proclamation in Recognition of the Armenian Genocide
22-Apr	Presentation	Proclamation in Recognition of Arbor Day
22-Apr	Consent	Resolution: Relinquishing Santa Anita Canyon Road to L.A. County
22-Apr	Consent	Warrants (April 8 and April 22)
22-Apr	Consent	Historical Society MOU
22-Apr	Discussion	City Council Reorganization
25-Apr	Special	Strategic Planning Retreat ( at the Youth Activity Center – 8 am to 2 pm)
13-May	Presentation	Recognition of Sierra Madre Older American
13-May	Presentation	Water Conservation Update
13-May	Consent	Resolution: H.E.R.O. Program
13-May	Consent	Out To Bid for FY 13/14 Street Project
13-May	Consent	Warrants
13-May	Consent	Acceptance of Library Grant
13-May	Discussion	Development Impact Fees
13-May	Discussion	City Council Liaison Appointments
13-May	Discussion	Adoption of Strategic Plan from April 25 Retreat
13-May	Discussion	Resolution: Approving Participation in County Bridge Maintenance Program
13-May	Discussion	Assessment Districts

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13-May	Discussion	Facility Fee Waiver Policy Revisions
13-May	Discussion	Third Quarter Financial Reports / Mid-Year Budget Update
27-May	Presentation	Recognition of Sierra Madre Older American: Richard "Dick" Johnson
27-May	Consent	OPEB Actuarial
27-May	Consent	Warrants
27-May	Discussion	Update/Rental Options for Duty Man House
27-May	Discussion	Consideration of Sidewalk Repair Master Plan (Strategic Plan)
27-May	Discussion	Assessment Districts
27-May	Discussion	Consideration of Solicitation Regulation

## **COMMUNITY SERVICES**

### SENIOR CENTER

On Monday, March 24th Sierra Madre School volunteers provided seniors with an instructional workshop designed to teach the seniors how to use smart phones. Additionally, the monthly balance class was held that day with eleven participants in attendance.

An announcement was made at the March 26th Chair yoga class that beginning Monday April 7th the class will be offered twice a week; Mondays and Wednesdays from 11:00-11:45am. The suggested donation is \$5.00 for the week.

The Older American Reception has been rescheduled to May 30, 2014 due to a schedule conflict on May 2nd.

The Hart Park House Senior Center building exterior lettering and interior dedication plaque were installed on March 25th. The Memorial Park monument sign will be installed in the next couple weeks.

### MOUNT WILSON TRAIL RACE

Flyers for the Kids Fun Run, T-shirt Contest and Training Day are scheduled to be sent to the local Sierra Madre schools the week of March 31, 2014. The MWTR Committee has chosen a new design for the 2014 MWTR medal and staff is securing quotes from vendors. The main race training runs continue and start from Kersting Court on Saturday mornings at 7:00 am.

### HUCK FINN

The Huck Finn Fishing Derby and Campout takes place this Friday March 28<sup>th</sup> through Sunday, March 30<sup>th</sup>. The campout portion of the event is Friday, March 28<sup>th</sup> and was increased to 60 total campsites, from 40 campsites in previous years. There has been a significant increase in interest in the campout and staff is exploring options to expand the event in 2015. The fishing derby takes place on Saturday, March 29<sup>th</sup> from 7:00 am - 11:30 am. Awards are given to four age categories as well as trophies to the largest and smallest fish. All participants receive a certificate for catching a trout. Family fishing is open to all and is from 12:00 pm - 4:00 pm on Saturday, March 29<sup>th</sup> and all day Sunday, March 30<sup>th</sup> from 7:00 am - 4:00 pm.

### COMMUNITY SERVICES INTERN

Tracy Sullivan began interning with the Community Services Department on March 26th and will assist staff with event planning until the end of June. Department projects include Volunteer Squared, *Summer Fun in the Park* planning, social media marketing and participant surveys.

## **DEVELOPMENT SERVICES**

### **PLANNING COMMISSION**

The next Planning Commission meeting is on Thursday, April 3<sup>rd</sup>, at 7:00 p.m. The one item on the agenda is review of the General Plan Update, which includes sections regarding Economic Development and Circulation (Traffic and Parking), review of the draft Land Use Designation Map, and the General Plan Build-out numbers.

### **PLANNING AND BUILDING & SAFETY ACTIVITY**

Development Services staff is currently processing 19 development applications; these are applications submitted by residents, builders or developers which require discretionary review, administratively by the Director or by the Planning Commission and City Council (as prescribed by the Municipal Code). Attached is a “Current Planning Projects” table which provides info and the status of these permit applications. Also included in the table are other major projects currently being managed by the Department, i.e., the General Plan update and public facilities fee update, and code updates.

For the month of February 2014, staff processed 5 plan check applications and issued 48 building permits (includes building, electrical, mechanical, and plumbing permits). There were 172 members of the public who visited the Development Services counter seeking information on zoning, land use, and building permit requirements. This is an average of 10 counter visits per day (with a “6 hour public counter day” – this equates 1-2 visits per hour.)

## **HUMAN RESOURCES**

### **RECRUITMENT**

#### *Open Recruitments*

- Part-time Accountant

#### *Closed Recruitments*

- Part-time Code Enforcement Officer
- Part-time Library Page
- Fire
  - Part-time Fire Engineer
  - Part-time Paramedic
- Police
  - Part-time Community Services Officer
- Public Works
  - Part-time Water Pump Operator
  - Maintenance Worker

#### *Pending Recruitments*

- Police Officer

## **LIBRARY SERVICES**

### **PROGRAMS**

Signups for our popular workshops have begun:

- 1,2,3 Play With Me  
Free program for children from birth to 36 months and their caregiver will be held on Tuesdays from 9-11:30 am in the library.
- Baby Rhyme Time  
A New Story time for babies (6-24 months) will begin in May. These twenty-minute story times will introduce songs, finger plays, and books to babies and toddlers. Story times will take place on Tuesdays at 10:00 am, are free, and do not require registration. Please call the library for further information at (626)355-7186
- Teen Book Club:  
Wednesdays at 4:00 pm. *The Underneath* by Kathi Appelt
- eReader Workshops and Ancestry.com
  - Saturday, April 5<sup>th</sup>, 10:00 am
  - Tuesday, April 8<sup>th</sup>, 7:00 pm
- Barks and Books  
Children are invited to read to a gentle and friendly dog visitor. Thursday, April 10<sup>th</sup> at 3:30 p.m.
- Third Thursday Book Club  
This month's book is, *The Art Forger* by B.A. Shapiro. Join a lively discussion of the book on Thursday, April 17<sup>th</sup> at 11:00 a.m.
- Preschool Story time  
Join children, parents and caregivers for stories, songs, puppets and crafts. Mondays 10 a.m. and Wednesdays 7 p.m.

### **NEW LIBRARY SLOGAN**

Read, Discover, Connect @ Sierra Madre Public Library is the new slogan the library will use on its publicity material. Trustees voted and approved this slogan at the March 26, 2014 Library Board of Trustee Meeting.

### **BOOK SALE**

The Friends will hold their bimonthly book sale on April 4th and 5th, selling gently used books for a bargain. The book sales are held behind the library in the parking lot. All proceeds benefit the library.

- Friday, April 4, 3-7 pm
- Saturday, April 5, 10-2 pm

## **PUBLIC WORKS**

### WATER CONSERVATION STATUS

Water conservation efforts are improved for the month of March. As of March 27, water production has decreased 26% over the same period in 2013. That equates to over 14 million gallons saved (43 acre feet) for the month of March.

### CAMILLO DIVERSION STRUCTURE

Water Department staff visited the Camillo Diversion site Wednesday to eliminate leakage past the diversion gate. Once the debris was cleared from behind the gate, the leakage actually increased; as expected by staff the sand and debris built up behind the gate actually helps seal the leakage. Staff sealed between the gate and its frame and found that leakage still occurs; the frame is bent and there are gaps between the frame and the channel floor and walls.

Staff has been directed to temporarily and immediately seal the leaking gate in any way they can. Once the leakage is corrected and the downstream portion of the diversion is dried out, staff will construct an entirely new gate to provide a permanent solution to the problem. That work will be scheduled to take place after the April 15<sup>th</sup> end of the “rainy” season.

Attachment (1)

Date Submitted	Project Address	Type of Application	Description	Status	Planner
11/13/2012	610 Baldwin Ct.	HDP 12-01 / CUP 12-08	Stonegate - construction 3,532 SF	PC Workshop held on March 6th, awaiting resubmittal by applicant.	DP
10/31/2013	140 W. Sierra Madre Blvd	CUP 13-07	AT&T Stealth Wireless Facility	Waiting for resubmittal	DP
10/22/2013	553 W Orange Grove	MVAR 13-04/ SUA 13-02	Non-conforming existing setbacks	Director Conditionally Approved, waiting for parking space to be installed	DP
9/26/2013	473 E. Montecito	MCUP 13-05	Garage Office addition	Processing, awaiting resubmittal	DP
7/15/2013	1125 E. Grandview Ave.	SUA 13-12	Second Unit Amnesty	Building Corrections	DP
6/21/2013	55 W. Mira Monte	SUA 13-10	Second Unit Amnesty	Building Corrections	DP
9/25/2012	498 Woodland	MCUP 12-04/SUP 12-03	demo/remodel, new Second Unit	App on hold - proposed construction prohibited above storm drain	DP
2/18/2014	102 Grove Ln.	CUP 14-02	Development in R-3 Zone	Under review for completeness	DP
2/24/2014	131 E. Orange Grove Ave.	MCUP 14-02	Accessory structure encroaching into setbacks	Under review for completeness	DP
11/13/2013	75 N. Canon	TPM 13-05	2 lot subdivision	Reviewing revised project, Public Works corrections	DP
7/11/2013	520 N. Michillinda	TPM 13-04	2 lot subdivision	PC meeting scheduled for April 17, 2014.	LC
1/14/2014	576 Elm	Pre-Application Review	New 2-story single-family residence	Waiting to meet with applicant to discuss comments.	LC
3/1/2013	177 Merrill	CUP 13-02	Building addition to single-family home in R-3 zone	Provide comments to applicant on Jan. 22, 2014, awaiting re-submittal.	LC
4/11/2013	81 W. Grandview	SUA 13-07	Second Unit Amnesty	Building Corrections	LC
7/15/2013	292 E. Laurel	SUA 13-13	Second Unit Amnesty	Processing, awaiting additional information.	LC
9/9/2013	390 Olive Tree Lane	Mills Act/ Historic Designation	Nomination for Historic Designation; Mills Act contract	Applicant has contract, will provide proof of recordation to finalize process.	LC
11/13/2012	630 Baldwin Ct.	HDP 12-02 / CUP 12-09	Stonegate - construction 3,512 SF home	PC Workshop held on March 6th, awaiting resubmittal by applicant.	LC
11/13/2012	638 Baldwin Ct.	HDP 12-03 / CUP 12-10	Stonegate - construction 3,528 SF home	PC Workshop held on March 6th, awaiting resubmittal by applicant.	LC
2/11/2014	2235 Santa Anita Ave.	CUP 14-01	SFR over 4,000 s.f.	Currently reviewing application for completeness.	LC
N/A	Citywide	Graywater	Prepare brochures and info on City website re 30% reduction for permit fees; research and prepare draft ordinance re: stub-out requirements for new residential	Resolution 30% reduction of permit fees approved by CC at March 11, 2014 meeting; preparing brochure, website info, and draft ordinance re: stub-out requirements	DC
N/A	Citywide	MCTA	Amendment of the definition of bedroom in Residential Zones (except HMZ)	CC hearing on June 10, 2014.	LC/DC
N/A	Citywide	Public Facilities Fee Update	Update of 2006 Fee Study to determine methodology and new fee rates	To CC 3/11/14	DC

N/A	Citywide	General Plan Update	Comprehensive General Plan Update; Environmental Impact Report	PC review of draft document - To PC at every 1st meeting of month (1st Thursdays)	LC/DC
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HDP - Hillside Development Permit  
 CUP - Conditional Use Permit  
 MVAR - Minor Variance  
 SUA - Second Use Permit Amnesty  
 MCUP - Minor Conditional Use Permit  
 TPM - Tentative Parcel Map  
 MCTA - Municipal Code Text Amendment