

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager &A

Date: April 25, 2014

Subject: City Manager's Report

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, May 1st – Senior Community Commission meeting 3:00 pm
- Thursday, May 1st – Planning Commission meeting 7:00 pm

Please note that the month of April has five weeks, so there is an extra week between Council meetings. The next regular City Council meeting occurs on May 13th.

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Saturday and Sunday, May 3rd and 4th - 52ND Annual Sierra Madre Art Fair at Memorial Park
- Friday, May 30th – Older American Reception at the Hart Park House

CITY COUNCIL STRATEGIC PLAN RETREAT

The City Council held its bi-annual Strategic Plan Retreat on Friday, April 25th. The City's three year goals were reviewed, and new six month objectives were identified. The new draft Plan is scheduled for formal City Council approval at the May 13th City Council meeting. The new draft Plan will be available on the City's website 72 hours before the May 13th meeting. The next Retreat is scheduled for Friday, November 14, 2014.

ARBOR DAY/EARTH DAY EVENTS

Please see page 7 of this memorandum for the listing of Arbor Day/Earth Day events.

SIERRA MADRE POOL – COMMUNITY MEETING

On Monday, April 28th at 6 pm, in the City Council Chambers, staff is holding a community meeting to receive input regarding the City's pool operations. The pool operations were outsourced to Waterworks

in a public/private partnership approximately two years ago. The contract is up for review, and the Community Services Commission will be considering this matter at their May commission meeting. In the meantime, staff will be seeking input from the community in order to report back to the Commission.

MID-YEAR BUDGET UPDATE

As I reported in last week's City Manager report, staff would be presenting this year's "Mid-year Budget Update" to the City Council at one of the May Council meetings. Significant progress has been made in updating the FY 2013-14 and 2014-15 budget estimates, and I will be able to present the Mid-year Budget at the May 13th City Council meeting.

Staff will be presenting updated revenue and expenditure estimates for the current fiscal year, and also updates to the revenue and expenditure estimates for the new fiscal year beginning July 1st – along with the usual 5-year "look-ahead". Staff will also be seeking policy direction from the City Council regarding the sunset of the City's Utility Users Tax, from 10% to 8% on July 1, 2015, and to 6% on July 1, 2016 and other policy direction.

COMMISSION VACANCIES

There will be a number of vacancies on a few of the City's Commissions, due to current Commissioners having completed their terms. There will be vacancies on the following Commissions:

Community Services Commission
Planning Commission
Library Board of Trustees

If you know of someone who is interested in serving as a Commissioner, please ask them to call City Hall, visit the City's website, or contact the department that supports the Commission.

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.

| | | |
|--------|--------------|--|
| 13-May | Presentation | Water Conservation Update |
| 13-May | Consent | Resolution: H.E.R.O. Program |
| 13-May | Consent | Out To Bid for Sewer Project |
| 13-May | Consent | Out To Bid for FY 13/14 Street Project |
| 13-May | Consent | Resolution: Approving Participation in County Bridge Maintenance Program |
| 13-May | Consent | Warrants |
| 13-May | Consent | Acceptance of Library Grant |
| 13-May | Consent | Nomination to Metro Service Council |

| | | |
|--------|----------------|---|
| 13-May | Discussion | City Council Liaison Appointments |
| 13-May | Discussion | Adoption of Strategic Plan from April 25 Retreat |
| 13-May | Discussion | Assessment Districts |
| 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 (tentative) |
| 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 | Third Quarter Financial Reports / Mid-Year Budget Update (tentative) |
| 10-Jun | Presentation | Water Conservation Update |
| 10-Jun | Public Hearing | Congestion Management Program - Metro Deadline 9-1-2014 |
| 10-Jun | Public Hearing | Code Amendment defining "bedroom" in Residential Zone |
| 10-Jun | Public Hearing | Assessment Districts |
| 10-Jun | Consent | Cancellation of August City Council Meetings |
| 10-Jun | Consent | Warrants |
| 10-Jun | Consent | Library Hours (Board of Trustees Recommendation) |
| 10-Jun | Discussion | Stub Outs for Gray Water Systems in New Construction |
| 10-Jun | Discussion | City Signage |
| 10-Jun | Discussion | City Salary Compaction Plan/Minimum Wage |
| 24-Jun | Consent | Appointment/Reappointment of Commissioners |
| 24-Jun | Consent | Personnel Rules & Regs/Volunteer Policy |
| 24-Jun | Consent | GASB 54 |
| 24-Jun | Consent | Warrants |
| 24-Jun | Discussion | Appointment of Voting Delegate for League of Calif. Cities Conference |
| 24-Jun | Discussion | Allocation of Uncommitted General Fund Reserves |
| 24-Jun | Discussion | Development Impact Fees |

COMMUNITY SERVICES

SENIOR CENTER

On Wednesday, April 23rd Lunch and Learn was held with a presentation from the Department of Motor Vehicles regarding the Senior Driver Ombudsman program. Tressa Thompson, Ombudsman for Los Angeles and Ventura County, explained her role as an advocate and resource for senior drivers. Twenty-two seniors were in attendance and many questions were asked both during the presentation and after.

A new volunteer instructor was found for the Hula class. Her name is Barbara Dempsey and she has over 15 years of hula dance experience. She also teaches hula at the La Canada Flintridge Community Center.

ADULT SOFTBALL

Registration for the Summer Adult Co-ed Softball league began Tuesday, April 22nd. Teams must register by Thursday, May 15th while free agents have until Monday, June 2nd. Registration fee is \$458 for teams and \$46 for free agents, if they are placed on a team. The league will run mid-June to the end of August with an anticipated start date of Wednesday, June 18th. A team managers meeting will be held on Thursday, June 5th at 6:00 pm.

Based on feedback from teams and players the past few years the process for being a free agent has changed this year. Instead of free agents being placed on a team by the league coordinator, team managers will have the opportunity to pick up a free agent. If a free agent is picked up they will pay at that time; otherwise, they will not have to pay and will be kept on the free agent roster for the following year. Free agents are not guaranteed a spot in the league.

MEMORIAL PARK SIGNAGE

The new monument sign for Memorial Park was installed on Thursday, April 24.

STAFFING UPDATE

Program Specialist Rebecca Lamas has submitted her resignation. She will be leaving the City for a full-time position as a Recreation Specialist with the State of Nebraska. Her last day of work is Thursday, May 1st.

FARMERS MARKET

The operator of the Farmers Market, Raw Inspiration, has notified the City that they are providing their 45 day notice of termination. Staff inquired whether a different day of the week might assist the market to remain in operation, but they responded that over the past few months the market has not been profitable and all their efforts to increase participation have not succeeded in generating sufficient revenues to make the market viable. Unfortunately, they did not think a different day would help. The last day of operation is Wednesday, June 4, 2014.

DEVELOPMENT SERVICES

PLANNING COMMISSION

The Planning Commission held its regular meeting on April 17th, and they took the following actions:

- 1) Approved a CUP to allow construction of a 108 square foot addition to an existing multi-family residence at 102 Grove Lane;
- 2) Continued a request for a tentative parcel map to split an existing 28,819 square foot single parcel into two parcels measuring 14,410 square feet each, to the May 1st meeting; and
- 3) Continued a request for a CUP to allow AT&T Wireless to install a rooftop stealth wireless antenna facility onto an existing commercial building at 140 W. Sierra Madre Blvd. (old Steamers site), to the May 15th meeting, to allow the applicant to consider other design options so as to better integrate with the aesthetics/design of the building.

The next Planning Commission meeting is on May 1st, at 7pm. Items on the agenda include continued review of the draft General Plan Update document (Hillside Preservation, Co-existence with Wildlife, Dark Sky, Tree Preservation, Water, Waste Management/Recycling, and Air Quality) 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, 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 information 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, public facilities fee update, and code updates.

For the month of March, staff processed 9 plan check applications and issued 58 permits for 32 properties. In some instances, multiple permits are obtained for a single property (i.e., building, electrical, mechanical, and plumbing). There were 139 inspections conducted in March for current construction projects throughout the City. There were 152 members of the public who visited Development Services seeking information on zoning, land use, and building permit requirements. This is an average of 8 counter visits per day.

FIRE DEPARTMENT

PANCAKE BREAKFAST

The annual Sierra Madre Volunteer Firefighters' Association's Pancake Breakfast will be on Saturday, May 17th. Breakfast begins at 7:00 a.m. at the Fire Station. A donation of \$5.00 is recommended .

SMART CLASSROOM

Installation of the SMART Classroom equipment is complete and ready for operation. The SMART Classroom is funded by a grant accepted by the Los Angeles County Board of Supervisors from the 2012 Homeland Security Grant Program. The SMART Classroom supports technology based training and is intended to standardize training throughout the Los Angeles County Operational Area. The Los Angeles Area Fire Chiefs' Association initiated this program so that all Fire Departments could share training information and training exercises in Los Angeles County.

HUMAN RESOURCES

RECRUITMENT

No Open Recruitments

Closed Recruitments

- Part-time Accountant
- Part-time Fire Engineer
- Part-time Community Services Officer (Police)
- Part-time Maintenance Worker
- Part-time Library Page

New Employee Start Dates

- Part-time Code Enforcement Officer – April 28, 2014

Recruitments on Hold

- Police Officer
- Part-time Program Specialist

OTHER ITEMS OF INTEREST

Filming – filming on the “Untitled Construction Project” will continue for one day next week.

City Hall Landscaping – the subcommittee on City Hall Landscaping met this week with the landscape designer from FormLA. FormLA will be developing options for the design plans which will be presented to the subcommittee in late spring. The plan will then proceed to the Energy Environment and Natural Resources Commission, the Community Services Commission, and the City Council. If the plans are approved and funding secured, the planting could take place in late fall.

LIBRARY SERVICES

FAMILY WHO LOVES THE LIBRARY

The Ellis family decided to pull up stakes and move from Sierra Madre this April and the last thing they did the night before they left was to visit the Library to return all their books. Mr. Ellis said the library has been a big part of their lives and their six year old son developed his love of reading because of the Sierra Madre Library. Mrs. Ellis said because of the Library’s collection of the Laura Ingalls Wilder *Little House* series, they will visit all the Wilder historic sites on their vacation this summer. They read library books on every place they plan to stop on their vacation before they move to their new home in Alaska. Of course, they read every children’s book on Alaska too. As they travel this summer, they plan to download free eBooks from our Library. They said the library staff was like family and they would miss us very much.

PARENTING WORKSHOPS

I-2-3 Play With Me, a five week parenting workshop held in the library has been a wonderful success with over 40 participants at each of the Tuesday morning sessions. These workshops are offered to parents and children ages birth through 3 years of age. At each session, a “specialist” is invited to present to the group.

- Pasadena Conservatory of Music – Rachael Doudrick – Speaking about early music literacy and how to promote musical development.
- Psychologist – Jill Alonzo – She will explain how to address emotional and behavioral issues at a young age, and how to mitigate fighting.
- Nutritionist – Shirley Tan – Explained how to bring proper nutrition into the home without fighting, and tips and tricks on how to best promote healthy diet.
- Gymnastikids – Sandi Saunders – Discussing Early physical fitness and ways to make active play fun.

Funding from the State Library was provided so that staff could attend a 3 day workshop focusing on Family Place Training and early literacy skills.

BABY RHYME TIME

We’re having a program just for babies and toddlers under a year old, along with their parents and caregivers at the Sierra Madre Public Library. The new *Baby Rhyme Time* starts May 5th at 10 a.m. and runs every Tuesday, through July 29th. Sessions last 30 minutes and are divided into 3 separate parts: Lap Time, Reading Together, and Free Play. There is no pre-registration for this free program.

TEEN BOOK CLUB

In April, the teens are reading; *Call the Shots* by Don Calame. Club Participants can expect spirited discussions, snacks, and games. The club meets on Wednesdays at 4:00 p.m.

THIRD THURSDAY BOOK CLUB

This month's book is, *Flight Behavior* by Barbara Kingsolver. Join a lively discussion of the book on Thursday, May 15th at 11:00 a.m.

EREADER HELP

Stop by the library to learn how to download free eBooks to your digital device.

- Saturday, May 3rd, 10:00 am
- Tuesday, May 6th, 7:00 pm

52ND ANNUAL SIERRA MADRE ART FAIR

More than 70 artists will offer their works for sale at this year's Art Fair on Saturday, May 3rd from 9:30 a.m. to 6 p.m. and Sunday, May 4th from 9:30 a.m. to 5 p.m. Mediums include oil paintings, jewelry, watercolors, glass wood, metal, wearable art, photography, pottery, ceramics, mixed media and weaving. The featured artist is jeweler Beverly Jones. Live music will be featured throughout the weekend and for the first time; the Art Fair will include a Wine & Beer Garden.

PUBLIC WORKS

2014 EARTH DAY – ARBOR DAY EVENTS

This is the third year that the City will be coordinating Earth Day and Arbor Day Events. It has been found that combining the observations for these two days is efficient as the dates always fall within a week of each other. The Energy, Environment, and Natural Resources Commission (EENRC) has planned a number of events in Sierra Madre. They have also publicized events in nearby communities for the observation of Earth Day and Arbor Day. A flyer listing these events has been attached to this report.

At Tuesday evening's City Council meeting, a proclamation identifying Sunday, April 27th as Sierra Madre Arbor Day was presented to Caroline Brown, who serves as the Tree Subcommittee Chair of the EENRC. This is required, among other items, for our City to be an official "Tree City USA".

- Saturday, April 26th is the date for two of the most popular events in Sierra Madre. From 8:00am to noon, the Sierra Madre Environmental Action Council will be hosting its regular Bailey Canyon Clean-up event. This event is currently held twice a year. Volunteers are asked to bring protective clothing (gloves, boots, etc.) and their own gardening equipment. Over the years, volunteers have accomplished tremendous amounts of work weeding, clearing, cleaning, and other small projects.
- Saturday morning from 9:00 am to noon is also the time for the Compost Give-away event at Sierra Vista Park. The event is sponsored by Athens Services and has been done for the last couple years with great success. Residents are asked to bring their own containers. Athens employees and volunteers will be on hand with shovels to assist residents with loading the top quality compost. Athens will deliver the compost to the western side of the park, near the

community recycling bin and Pioneer Cemetery. This event has proven to be so popular, that Athens representatives have indicated that they are doubling their normal delivery to 40 tons of material.

- This Sunday, April 27th, the Commission has organized two events. The first is a very informal “drum circle” that will take place in Kersting Court starting at 6:00 pm. This event has been conducted the last two years and has been well received.
- Later on Sunday, at 8:00 pm at the City Council Chambers, the EENRC has arranged for a viewing of the award-winning “Vanishing of the Bees”. The filmmaker will also be on hand to answer questions of the audience.

All of the Sierra Madre events this weekend are free to all residents to attend.

On Saturday, May 3rd, there will be a High-Efficiency Toilet Exchange sponsored by the San Gabriel Valley Municipal Water District. This event has been held annually for several years, and is very popular with residents who are looking for ways to cut down on their indoor water use. It is important to note that residents will have 2 weeks to install the new efficient toilets and must return their old one to Alverno High School on May 17th. Volunteers will be on hand to assist the residents.

Finally, Saturday, May 17th there will be an Electric Lawn Mower Exchange held at the Pasadena Rose Bowl. Residents may turn in their older gas-powered mowers for heavily subsidized new efficient (and quiet) electric lawn mowers. This event is sponsored by the South Coast Air Quality Management District, and does require pre-registration at their website: www.aqmd.gov.

USEPA CONSIDERS NEW DEFINITION

Staff has received notification via the national Association of Counties that the USEPA is considering issuance of a new definition of the term “Waters of the United States” as used in the Federal Clean Water Act. Should the new definition be adopted, the federal jurisdiction (EPA and US Army Corps of Engineers Regulatory Branch) over bodies of water could expand to include storm drain pipes and channels, drainage ditches, and even the bio-swales currently recommended for installation under this City’s green streets policy and low impact development policy. The change in definition could increase the scope and cost of NPDES compliance and expose local agencies to additional risk of third party lawsuits.

attachments

CURRENT PLANNING PROJECTS LIST

Rev. April 24, 2014

| 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 residence | PC Workshop held on March 6th, awaiting resubmittal by applicant. | DP |
| 02/18/2014 | 102 Grove Ln. | CUP 14-02 | Addition in R-3 | 14-day appeal ends May 1st | DP |
| 02/24/2014 | 131 E. Orange Grove Ave. | MCUP 14-02 | Accessory structure within rear yard setback | 14-day appeal ends April 29th | DP |
| 09/26/2013 | 473 E. Montecito Ave. | MCUP 13-05 | Modification of required yards | 14-day appeal ends April 29th | DP |
| 10/31/2013 | 140 W. Sierra Madre Blvd | CUP 13-07 | AT&T Stealth Wireless Facility | Continued PC meeting scheduled for May 15, 2014 | DP |
| 04/09/2014 | 845 Canyon Crest Dr. | MCUP 14-03 | Swimming Pool in RC Zone | 14-day Courtesy Notice sent out, ends May 7th. | DP |
| 09/25/2012 | 498 Woodland | MCUP 12-04/SUP 12-03 | demo/remodel, new Second Unit | App on hold - proposed construction prohibited above storm drain | DP |
| 11/13/2013 | 75 N. Canon | TPM 13-05 | 2 lot subdivision | Reviewing revised project, Public Works corrections, tentative PC meeting May 15, 2014 | DP |
| 07/11/2013 | 520 N. Michillinda | TPM 13-04 | 2 lot subdivision | Continued PC meeting scheduled for May 1, 2014. | LC |
| 01/14/2014 | 576 Elm | Pre-Application Review | New 2-story single-family residence exceeding 4,000 SF | Conducted pre-application review meeting; pending HDP application for Planning Commission review. | LC |
| 03/01/2013 | 177 Merrill | CUP 13-02 | Building addition to single-family home in R-3 zone | Provided comments to applicant on Jan. 22, 2014, awaiting re-submittal. | LC |
| 04/11/2013 | 81 W. Grandview | SUA 13-07 | Second Unit Amnesty | Applicant to address building corrections before moving forward. | LC |
| 07/15/2013 | 292 E. Laurel | SUA 13-13 | Second Unit Amnesty | Processing, awaiting additional information. | LC |
| 09/09/2013 | 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 |
| 02/11/2014 | 2235 Santa Anita Ave. | CUP 14-01 | SFR over 4,000 s.f. | Currently reviewing application for completeness. | LC |
| 04/16/2014 | 126 E. Laurel Ave. | CUP 14-03/MCUP 14-04 | R-3 Development & Arbor encroachment into yards | Currently reviewing application for completeness. | LC |
| 04/21/2014 | 232 W. Sierra Madre Blvd. | CA 14-01 | Certificate of Appropriateness for the addition of a storage room to the Hart Park House. | Currently reviewing application for completeness. | LC |

CURRENT PLANNING PROJECTS LIST

Rev. April 24, 2014

| Date Submitted | Project Address | Type of Application | Description | Status | Planner |
|----------------|-----------------|------------------------------|---|--|---------|
| 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 for June 10 City Council meeting | DC |
| N/A | Citywide | MCTA | Amendment to 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 6/24/14 | DC |
| N/A | Citywide | General Plan Update | Comprehensive General Plan Update; Environmental Impact Report | City Council received progress report at 3/11/14 meeting. PC reviewing draft document at every 1st meeting of month (1st Thursdays) | LC/DC |

PC - Planning Commission

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