City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: May 1, 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 meeting are held in City Council Chambers at City Hall. Next week's meetings are:

- Monday, May 5th – UUT Oversight Committee meeting – 6:00 pm

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
- Saturday, May 17th - Annual Pancake Breakfast - begins at 7:00 a.m. at the Fire Station
- Friday, May 30th – Older American Reception at the Hart Park House

186 W. HIGHLAND

In March 2013, the City Council/Successor Agency approved an exclusive negotiation agreement with Heritage Housing Partners for the "adaptive re-use" of 186 W. Highland. The property was originally purchased with Redevelopment Agency Low-Mod Income Housing funds. With the State's dissolution of redevelopment agencies, things were in a bit of flux. There have been various meetings, audits and appeals with the State Department of Finance regarding all the property that was connected to the former Redevelopment Agency. In the end, we are closer to a final determination from DOF, and we can proceed with the development of the property.

A very preliminary proposal has been drafted by Heritage Housing Partners for developing three residential units. The City had previously assured the neighbors that they would be kept in the loop as the project progresses, and an initial neighborhood meeting was held to obtain input. The residents voiced concern about the development of too many (more than 3 or 4 units) residential units on the property because of traffic and other concerns.

Heritage Housing Partners is ready to present their preliminary proposal, and would like to receive input from the neighbors and other interested individuals, before the item is returned to the City Council/Successor

Agency for consideration. A meeting is being planned for the end of May. At this time, the possible dates are on Thursdays, either May 22nd or May 29th. The meeting will be held at Sierra Madre City Hall, in the Council Chambers at 6:00 pm.

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	Nomination to Metro Service Council
13-May	Consent	Resolution: H.E.R.O. Program
13-May	Consent	Approval of Purchase of Sewer Machine
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	Purchase of Sewer Jetter Machine
13-May	Consent	Agreement for "Water Discoloration" Plan
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	Out To Bid for FY 13/14 Street Project
27-May	Consent	OPEB Actuarial (tentative)
27-May	Consent	Warrants
27-May	Public Hearing	Code Amendment defining "bedroom" in Residential Zone
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	UUT Committee Report
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	Assessment Districts
10-Jun	Consent	Cancellation of August City Council Meetings
10-Jun	Consent	Warrants
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	Out To Bid for Sewer Project
24-Jun	Consent	GASB 54
24-Jun	Consent	Warrants
24-Jun	Public Hearing	Fee Study Update and GANN Limits
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

Teen volunteers assisted seniors as part of the Tech Talk program on Monday, April 28.

On Thursday, May 1 during lunch the Senior Center had a small going away party for staff member Rebecca Lamas. Rebecca has taken a position with the State of Nebraska.

The Senior Community Commission met on Thursday, May 1st and discussed the upcoming Older American Reception and the draft of the Resource Guide.

FOURTH OF JULY

Registration for the Fourth of July Parade opened on Thursday, May 1st. Thanks to a sponsorship from The Kensington there is no cost to participate in the parade. Interested entries can sign up on the Fourth of July website, www.sierramadre4thofjuly.com. Registration for the Firecracker Fun Run is also open. The cost to participate is $20 for adults and youth 10 and over and $15 youth under 10 prior to June 19th. After June 19th the cost to participate is $25 for everyone.

Past participants of both activities have been notified. Additionally, press releases and Facebook posts have been utilized to get the word out to the community.

MOUNT WILSON TRAIL RACE

The first youth training day was held on Saturday, April 26 from 9:00am - 10:00am at Sierra Vista Park. Fourteen participants attended the activity which was led by the Committee Members Sharon Pevsner and Jill Liston. Another training will be held on Saturday, May 10 at the same time and location.

SIERRA MADRE POOL COMMUNITY MEETING

The Pool Community meeting on Monday, April 28 began with City staff providing information on the City's current financial constraints that have resulted in the city contracting aquatics services. The focus of the meeting was to gather ideas on how a private operator could address the community's programming concerns. Attendees had the opportunity to provide suggested modifications to existing programming and services provided at the Sierra Madre Pool. At the conclusion of the discussion, each attendee had the opportunity to rank in order of importance, the ideas that were brainstormed during the meeting. The information gathered at the meeting along with emails received by staff will be forwarded to the Community Services Commission at their meeting on Monday, May 19, 2014 at 6:30pm in the Council Chambers.

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.

HUMAN RESOURCES

VOLUNTEER APPRECIATION BREAKFAST

This year's volunteer appreciation breakfast will be held on Thursday, June 12, from 7:30am – 9:00am in the Sierra Madre Room at 611 E. Sierra Madre Blvd.

RECRUITMENT

No Open Recruitments

No Closed Recruitments

New Employee Start Dates

- Part-time Community Services Officer (Police) – May 5, 2014
- Part-time Accountant – May 5, 2014
- Part-time Water Pump Operator – May 19, 2014

Recruitments on Hold

- Police Officer
- Part-time Program Specialist
- Part-time Fire Engineer

LIABILITY CLAIMS

- Steve Mardiros vs. City of Sierra Madre
- James Rock vs. City of Sierra Madre

LIBRARY SERVICES

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 5 at 10 a. m. and runs every Tuesday, through July 29. 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 read *Call the Shots* by Don Calame. Three boys, one goal: make the next low-budget horror film. 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 15 at 11:00 a.m.

EREADER HELP

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

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

52ND ANNUAL SIERRA MADRE ART FAIR THIS WEEKEND

More than 70 artists will offer their works for sale at this year's Art Fair on Saturday, May 3 from 9:30 a.m. to 6 p.m. and Sunday, May 4 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. Proceeds from the Art Fair benefit the library.

POLICE DEPARTMENT

BUSINESS WATCH MEETING

The Police Department conducted a Business Watch Meeting for all the local business owners on April 30th. Business owners were provided safety tips and current crime trends. The Police Department addressed the complaints of parking violations in the downtown area. The majority of the business owners complained that the 20 min zones and 2 hours parking restrictions are not being enforced. Chief Giannone advised them of the reduction of the full time parking officer two years ago and the new Part-Time Community Service Officers are still being hired and trained and work limited hours. The current staff has been enforcing the violations when they can but enforcement is sparse. Chief Giannone promised enforcement in the area as staffing levels permit.

FOOTHILL AIR SUPPORT TEAM (FAST)

F.A.S.T. provides police helicopter services to the City of Sierra, as well as other agencies in the San Gabriel Valley. Chief Giannone is the current Vice President on the board and reported that the cost for the services, $9,000 a year, will remain the same for fiscal year 2014-2015. However there may be slight increase starting in budget year 2015-2016 but that increase is yet to be determined. The cost for F.A.S.T. is paid for by the State Cops Grant.

PASADENA HUMANE SOCIETY REPORT

Attached is the Animal Control Report for the month of April from the Pasadena Humane Society.

attached

pasadena humane society & spca

compassion and care for all animals

Animal Control
4/1/2014 to 4/30/2014
SIERRA MAD

Field Officer Statistics
4/1/2014 to 4/30/2014
SIERRA MAD

	ASST	DEAD	INV	OWNED	PATROL	STRAY	TRANS	UNLOAD	WILD	XSERV	**TOTAL**
	0	0	0	0	23	0	0	0	0	1	**24**
ANIML	0	0	0	0	0	0	1	19	0	0	**20**
CONF	0	0	0	0	0	3	0	0	2	0	**5**
INJ	0	0	0	0	0	0	0	0	8	0	**8**
MUNI	0	0	5	0	0	0	0	0	0	0	**5**
NEG	0	0	2	0	0	0	0	0	0	0	**2**
OPNYD	0	0	0	0	0	1	0	0	0	0	**1**
OTHER	0	0	0	0	0	0	0	1	0	0	**1**
PHS	1	0	0	0	0	0	0	0	0	0	**1**
PUBLC	3	0	0	0	0	0	0	0	0	0	**3**
RELO	0	0	0	0	0	0	1	0	0	0	**1**
REQST	0	0	0	1	0	0	0	0	0	0	**1**
ROAM	0	0	0	0	0	3	0	0	4	0	**7**
TRAP	0	0	0	0	0	1	0	0	1	0	**2**
WILD	0	11	0	0	0	0	0	0	0	0	**11**
TOTAL	**4**	**11**	**7**	**1**	**23**	**8**	**2**	**20**	**15**	**1**	**92**

Impounded Animal Report
is between 4/1/2014 and 4/30/2014
SIERRA MAD

		ACTIVE	DECEASED	**TOTAL**
BIRD		6	2	8
CAT		4	1	5
DOG		5	1	6
MAMMAL	DEER	0	1	1
	OPOSSUM	0	3	3
	RACCOON	0	2	2
	SKUNK	2	1	3
REPTILE	SNAKE	3	1	4
RODENT	SQUIRREL	1	4	5
TOTAL		21	16	37

Wildlife Impounded Animal Report for All Cities

4/1/2014 to 4/30/2014

SIERRA MAD

		ACTIVE	DECEASED	**TOTAL**
BIRD	CROW	0	1	**1**
	GOLDFINCH	1	1	**2**
	HUMMINGBIRD	1	0	**1**
	JAY	2	0	**2**
	PARROT	1	0	**1**
	PIGEON	1	0	**1**
	Total	**6**	**2**	**8**
MAMMAL	DEER	0	1	**1**
	OPOSSUM	0	3	**3**
	RACCOON	0	2	**2**
	SKUNK	2	1	**3**
	Total	**2**	**7**	**9**
REPTILE	SNAKE	3	1	**4**
	Total	**3**	**1**	**4**
RODENT	SQUIRREL	1	4	**5**
	Total	**1**	**4**	**5**
TOTAL		**12**	**14**	**26**

Live Animal Intake Reason Report

4/1/2014 to 4/30/2014

SIERRA MAD

		FERAL	OWNER	REQEUT	STRAY	WILD	WILDTRA	**TOTAL**
BIRD		0	0	0	0	6	0	**6**
CAT		1	3	0	0	0	0	**4**
DOG		0	1	1	3	0	0	**5**
MAMMAL	SKUNK	0	0	0	0	1	1	**2**
REPTILE		0	0	0	0	3	0	**3**
RODENT	SQUIRREL	0	0	0	0	1	0	**1**
TOTAL		**1**	**4**	**1**	**3**	**11**	**1**	**21**

Euthanasia Reason Report
4/1/2014 to 4/30/2014
SIERRA MAD

		EUTH			TOTAL
		NA FERA	NA INJU	**Total**	
BIRD		0	2	2	**2**
CAT		1	0	1	**1**
MAMMAL	SKUNK	0	1	1	**1**
RODENT	SQUIRREL	0	1	1	**1**
TOTAL		**1**	**4**	5	**5**

Animals Euthanized for Space: 0

Animal Outcome Report

4/1/2014 to 4/30/2014

SIERRA MAD

		DIED	EUTH	RELEASE	REQ EUTH	RTO	TRANSFER	TOTAL
BIRD		1	2	0	0	0	2	5
	Total	**1**	**2**	**0**	**0**	**0**	**2**	**5**
CAT		0	1	0	0	0	0	1
	Total	**0**	**1**	**0**	**0**	**0**	**0**	**1**
DOG		0	0	0	1	4	0	5
	Total	**0**	**0**	**0**	**1**	**4**	**0**	**5**
MAMMAL	SKUNK	0	1	1	0	0	0	2
	Total	**0**	**1**	**1**	**0**	**0**	**0**	**2**
REPTILE	SNAKE	0	0	3	0	0	0	3
	Total	**0**	**0**	**3**	**0**	**0**	**0**	**3**
RODENT	SQUIRREL	0	1	0	0	0	0	1
	Total	**0**	**1**	**0**	**0**	**0**	**0**	**1**
TOTAL		**1**	**5**	**4**	**1**	**4**	**2**	**17**

Animals Still Here at End of Month
as of 4/30/2014
SIERRA MAD

	ACTIVE
BIRD	**1**
CAT	**3**
DOG	**1**
TOTAL	**5**

RTO List for SIERRA MAD
During from 4/1/2014 to 4/30/2014

SIERRA MAD

DATE OUT	TYPE	AID #	RECPT #	PRICE	PID #	NAME (FIRST LAST)	STREET	CITY, STATE ZIP
4/1/14	DOG STRAY	A353049	R14-150456	20.00	P182499	JOSE AND SARAH BARCARSE	686 MARIPOSA AVE	SIERRA MADRE, CA 91024
4/10/14	DOG STRAY	A353657	R14-151158	20.00	P272822	JAY IINUMA	185 N GROVE ST	SIERRA MADRE, CA 91024
4/13/14	DOG STRAY	A353875	R14-151436	20.00	P283999	MOIRA REGELSON	43 SIERRA PL	SIERRA MADRE, CA 91024
4/29/14	DOG STRAY	A354603	R14-152340	20.00	P170632	JOHN MOLINE	258 E SIERRA MADRE BLVD	SIERRA MADRE, CA

Impound Fee Totals for SIERRA MAD = $80.00

Impound Fee Totals for SIERRA MAD = $80.00