City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: May 23, 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:

- Tuesday, May 27th – City Council meeting 6:30 pm (The Closed Session begins at 6:00 pm)
- Wednesday, May 28th – Library Board of Trustees 7:00 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

Monday, May 26th is Memorial Day and all non-public safety offices are closed for the holiday.

- Saturday, May 24th – Mount Wilson Trail Race 7:30 am
- Friday, May 30th – Older American Reception at the Hart Park House
- Friday, June 6th - Police Chief Town Hall Meeting in Council Chambers 7:00 pm
- Family Movie Fridays – June 6th, June 20th, July 18th – Memorial Park
- Thursday, June 12th – Volunteer Appreciation Breakfast – Sierra Madre Room 7:30 am
- Friday, 4th of July Firecracker Fun Run 8:00 am / 4th of July Parade 10:00 am
- Tuesday, October 15th – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

UPDATE REGARDING MATER DOLOROSA PASSIONIST RETREAT CENTER

Jerry Pearson, Cameron Thornton, and representatives from New Urban West met with City staff this week regarding their future plans for the development of the lower portion of the Mater Dolorosa property into single-family residential development. They informed staff that an agreement has been signed with New Urban West to develop the site, and that New Urban West will begin "due diligence" starting in June, and will begin community outreach in June - meeting with neighbors door-to-door, contacting stakeholders as well as Planning Commissioners and City Councilmembers to introduce themselves. New Urban West anticipates an application submittal by Fall of this year.

SENATE PASSES WRRDA CONFERENCE REPORT 91-7

Thursday, the Senate passed the Conference Report to H.R. 3080, the Water Resources Reform and Development Act of 2014 (WRRDA) by a 91-7 vote. Earlier this week, the House passed the same bipartisan bill by a vote of 412-4. This legislation cuts Federal red tape, streamlines the infrastructure project delivery process, fosters fiscal responsibility, and creates a new path forward for authorizing local water infrastructure projects. The long-awaited authorization bill will now be sent to the White House for the President's signature, which is expected in late May or early June.

This was one of two versions of the WRRDA bill, and it is the version most favorable to entities such as Arcadia and Sierra Madre, which share a current authorization of $20 million under the 2007 WRDA bill. The new bill does not eliminate our authorization, but alters the means under which we can obtain the funds, making the process more competitive than in prior years. We still do not have all the details on how that process is going to work; we are in touch with our federal lobbyist as they track down the information on our next steps towards receiving a portion of the authorized funding.

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.

At this time, we have received a total of four applications: Mr. Bob Spears has applied for the Planning Commission, Ms. Patricia Patano and Ms. Joy Painter have applied for the Library Board of Trustees, and Ms. Debbie Sheridan has applied for the Community Services 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.

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	Resolution: Household Hazardous Waste Round-Up
10-Jun	Consent	Out To Bid for FY 13/14 Street Project

10-Jun	Consent	Agreement for "Water Discoloration" Mitigation Plan
10-Jun	Consent	OPEB Actuarial (tentative)
10-Jun	Consent	Warrants
10-Jun	Discussion	UUT Business Cap (Delmar)
10-Jun	Discussion	Revision to SCAG Growth Projection Numbers
10-Jun	Discussion	City Hall Hours (Delmar)
10-Jun	Discussion	Part-Time Employee Salary Compaction Plan/Minimum Wage (Strategic Plan)
10-Jun	Discussion	Response to Raymond Basin Management Board (Strategic Plan)
10-Jun	Discussion	Facility Fee Waiver Policy Revisions
10-Jun	Discussion	Fiscal Year 2013/2014 Budget (tentative)
24-Jun	Consent	Appointment/Reappointment of Commissioners
24-Jun	Consent	Appointment of Voting Delegate for League of Calif Cities Conference
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	Tentative Parcel Map/Lot Split: 520 N. Michillinda Avenue
24-Jun	Public Hearing	Fee Study Update and GANN Limits
24-Jun	Discussion	Development Impact Fees (tentative)
24-Jun	Discussion	Hunting in City Parks (Delmar)
24-Jun	Discussion	Consideration of Building Moratorium (Delmar)
24-Jun	Discussion	FY 14/15 Budget, Proposed Budget Reductions, & CA JPIA Payment
8-Jul	Presentation	Water Conservation Update
8-Jul	Consent	Adoption Sewer System Management Plan Update
8-Jul	Consent	Award of Bid: Mountain Trail Water Main
8-Jul	Consent	Warrants
8-Jul	Discussion	Consideration of Possible Property Sale Inspection Program (Strategic Plan)
8-Jul	Discussion	Consideration of Sidewalk Repair Master Plan (Strategic Plan)
8-Jul	Discussion	Application of Tree Mitigation Monies into Environmental Fund (Strat Plan)
8-Jul	Discussion	Consideration of Solicitation Regulation
8-Jul	Discussion	"Summary of FY 2014/2015 Budget" Pamphlet for Public (Strategic Plan)
8-Jul	Discussion	Evaluation of Obsolete City Voicemail & Telephone System (Strategic Plan)
22-Jul	Consent	Street Radar Survey
22-Jul	Consent	Fourth Quarter Financial Reports
22-Jul	Consent	Warrants
22-Jul	Discussion	City Signage (Strategic Plan)
22-Jul	Discussion	City Marketing and Branding Plan (Strategic Plan)
22-Jul	Discussion	Full-Time Employee Salary Compaction Plan & Health Benefits (Delmar)
22-Jul	Discussion	RFP: East Tunnel Improvement Study (Strategic Plan)
22-Jul	Discussion	Plan to Manage Water Discoloration (Strategic Plan)
22-Jul	Discussion	Fiscal Year 2016/2017 Policy Direction (tentative)

COMMUNITY SERVICES

COMMUNITY SERVICES COMMISSION

The Community Services Commission meeting on Monday, May 19th, was cancelled due to an administrative error. A special Community Services Commission meeting is scheduled for Tuesday, June 3rd, at 6:30 pm in the Council Chambers. The meeting agenda includes items on the Aquatic Services Contract Extension, department updates, and fee waiver policy review.

MOUNT WILSON TRAIL RACE

The Mount Wilson Trail Race activities begin Friday, May 23rd with the annual Pasta Feed Dinner from 5:30 pm-7:00 pm. The dinner is held in Kersting Court and is open to the public. The main race takes places at 7:30 am on Saturday, May 24th. In addition to the main race, a Kids Fun Run is held along with vendor booth spectator area and beer garden.

DEVELOPMENT SERVICES

NEIGHBORHOOD MEETING ON 186 W. HIGHLAND AVE. – OLD CHURCH PROPERTY

City staff conducted a neighborhood meeting on May 22nd to introduce preliminary plans to redevelop the old church property into three for-purchase/workforce housing units. Heritage Housing Partners, a non-profit homebuilder which specializes on preserving historic structures and providing affordable homes to first-time homebuyers, made a presentation of the preliminary plans. Some comments raised were the project's impact to the traffic that is generated by the school, general traffic concerns related to the school, the management of the property (landscaping and general maintenance), and the parking on the site that is currently used by school staff and nearby residents.

PLANNING AND BUILDING & SAFETY ACTIVITY

Development Services staff is currently processing 19 development applications. 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 April, staff processed 3 plan check applications and issued 56 permits for 32 properties. In some instances, multiple permits are obtained for a single property (i.e., building, electrical, mechanical, and plumbing). There were 152 inspections conducted in April for current construction projects throughout the City, and average of 30 inspections per week. There were 140 members of the public who visited Development Services counter seeking information on zoning, land use, and building permit requirements. This is an average of 7 counter visits per day.

FIRE DEPARTMENT

HOUSE FIRE

Wednesday morning, the Fire Department responded to a structure fire on the 100 block of West Laurel Avenue. The house fire was dispatched at 9:19 am; the first to arrive was Engine 41 at 9:22 am. The first responding units reported that the entire front of the structure was in flames with heavy smoke. Both the Arcadia and Pasadena Fire Departments assisted Sierra Madre.

Arcadia's Engine 107 and Truck 105 assisted with suppression and Battalion 105 was in charge of safety. Pasadena's Engine 37 worked as the rapid intervention crew and disconnected the utilities. Knock down occurred at 9:43 am with overhaul continuing for another two hours. The damage of the structure was estimated at $110,000. The residents were not home at the time of the fire. The investigation is continuing, although preliminary investigations appear that the fire was accidental.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Police Officer
- Police Dispatcher
- Police Investigator, part-time

Recruitments on Hold

- Part-time Program Specialist

LIBRARY SERVICES

DO YOU HAVE A SUGGESTION FOR A GOOD BOOK?

Please make your book recommendation on our library website http://millennium.sierramadre.lib.ca.us/acquire or come in to the library and fill out one of the "*Suggestion for Purchase*" forms.

SUMMER READING PROGRAM BEGINS IN JUNE

"Paws to Read", our annual summer reading program begins Monday, June 9th and runs through Saturday, August 2nd. The program is open to all ages including children, teens, and adults. Free family-friendly events will be offered, thanks to the support of our Friends Group. In addition, throughout the summer our regularly scheduled programs will continue including:

- Mondays – 10:00 am – Preschool Story time
- Tuesdays – 10:00 am – Baby Rhyme Time
- Wednesdays – 7:00 pm – Preschool Story time
- 2nd Thursday – 3:30 pm – Barks & Books
- 3rd Thursday – 11:00 am – Third Thursday Book Club

There are also opportunities for teens to volunteer to help either as a Teen History Docent or as a Summer Reading Program Volunteer; click here for more information on Teen volunteers http://www.cityofsierramadre.com/teen-services.

FRIENDS BOOK SALE

- Friday, June 6th, 3-7 pm
- Saturday, June 7th, 10-2 pm

The Friends will hold their bimonthly book sale on June 6th and 7th, selling gently used books for a bargain. The book sales are held behind the library in the parking lot. All proceeds benefit the library.

POLICE DEPARTMENT

COMMUNITY TOWN HALL MEETING

Sierra Madre Police Department will be hosting a Community Town Hall Meeting on Friday, June 6th at 7:00 pm in City Hall Council Chambers. This meeting is intended to address issues affecting Sierra Madre residents such as recent burglaries, wildlife encounters, and downtown parking enforcement. A flyer is attached with additional information.

Attachments 2

Community Town Hall Meeting

June 6th, 2014 at 7 pm

Location: City Council Chamber

AGENDA:

- Recent Burglary instances in the area and updates
- AB109- What it means and how it effects our city
- Wildlife encounters and precautions
- Downtown Parking Enforcement
- Fraud- How to prevent it and recent scams being presented today
- Volunteers: Presentation and Upcoming City Volunteer events
- Presentation of areas with Traffic accidents and burglaries in 2013 within the city
- Open Forum- Inform us of any concerns or questions you have!

SIERRA MADRE POLICE DEPARTMENT

CITY OF SIERRA MADRE

CURRENT PLANNING PROJECTS LIST

Rev. May 23, 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	Applicant resubmitted revised plans for review on 05/21/14.	DP
10/31/2013	140 W. Sierra Madre Blvd	CUP 13-07	AT&T Stealth Wireless Facility	Continued PC meeting scheduled for June 5, 2014 to approve Resolution.	DP
4/9/2014	845 Canyon Crest Dr.	MCUP 14-03	Swimming Pool in RC Zone	Under review for decision	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
11/13/2013	75 N. Canon	TPM 13-05	2 lot subdivision	Reviewing revised project, Public Works corrections, tentative PC meeting June 19, 2014	DP
5/5/2014	295 W. Orange Grove Ave.	MCUP 14-05	Accessory structure within rear yard setback	Reviewing for complete application	DP
7/11/2013	520 N. Michillinda	TPM 13-04	2 lot subdivision	PC recommended approval on May 1, 2014. City Council meeting scheduled for June 24, 2014.	LC
1/14/2014	576 Elm	Pre-Application Review	New 2-story single-family residence exceeding 4,000 SF	Conducted pre-application review meeting; pending HDP application for Planninig Commission review.	LC
3/1/2013	177 Merrill	CUP 13-02	Building addition to single-family home in R-3 zone	Provided comments to applicant on 05/19/14.	LC
4/11/2013	81 W. Grandview	SUA 13-07	Second Unit Amnesty	Applicant to address building corrections before moving forward.	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.	PC meeting scheduled for June 19, 2014.	LC
4/16/2014	126 E. Laurel Ave.	CUP 14-03/MCUP 14-04	R-3 Development & Arbor encroachment into yards	Awaiting applicant to submit revised application materials.	LC
4/21/2014	222 W. Sierra Madre Blvd.	CA 14-01	Certificate of Appropriatness for the addition of a storage room to the Hart Park House.	City addressing PC comments, tentative PC meeting date of June 5 for review of revised design.	LC
4/29/2014	219 Manzanita	MVAR 14-01	Minor Variance to allow continuation of a non-conforming side yard setback.	Application deemed complete, noticing period starts on 05/24/14.	LC
5/22/2014	501 N. Sunnyside Ave.	SUP 14-01	Second Unit Permit	Staff reviewing application.	LC

CURRENT PLANNING PROJECTS LIST

Rev. May 23, 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		DC
N/A	Citywide	MCTA	Amendment to the definition of bedroom in Residential Zones (except HMZ)	CC hearing on May 27, 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	Options for Property Sale Inspection Requirements	Examine and review a range of options for City inspection requirements upon sale or transfer of owernship of single-family residential property, which may include disclosure and/or remedy of unpermitted construction or remodeling, and requirement to install: auto-gas shut-off, low-flow water fixtures, auto-shut-off sprinklers	To CC 7/8/14	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 - Munipical Code Text Amendment