

Memorandum

To: Honorable Mayor and Members of the City Council

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

Date: May 29, 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:

- Monday, June 2 – Special Community Services Commission 6:30pm
- Tuesday, June 3 – Special Community Services Commission **MEETING DATE CHANGED TO 6/2**
- Thursday, June 5 – Senior Community Commission 3:00 pm
- Thursday, June 5 – Planning Commission 7:00 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- 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
- Friday, November 14th – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

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 (2 vacancies)
Library Board of Trustees (2 vacancies)
Planning Commission (1 vacancy)
Senior Community Commission (1 vacancy)

New

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 several applications for Council consideration:

Community Services Commission – 2 Vacancies

1. Mr. Andy Bencosme
2. Ms. Meredith Keith
3. Mr. David Loera, Jr.
4. Ms. Debbie Sheridan
5. Mr. Robert Tager

This appointment is scheduled for the June 24th City Council meeting.

Library Board of Trustees – 2 Vacancies

1. Ms. Joy Painter
2. Ms. Patricia Patano
3. Mr. Richard Procter

Planning Commission – 1 Vacancy

1. Mr. Bob Spears

Senior Community Commission – 1 Vacancy

No applications received at this time.

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	Certificate of Recognition to Sierra Madre Older American Richard Johnson
10-Jun	Presentation	Water Conservation Update
10-Jun	Public Hearing	Congestion Management Program
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	Second Reading: Ordinance 1354 SMMC Amendment
10-Jun	Consent	Part-Time Employee Salary Compaction Plan/Minimum Wage (Strategic Plan)
10-Jun	Consent	Out To Bid for FY 13/14 Street Project
10-Jun	Consent	Agreement for "Water Discoloration" Mitigation Plan
10-Jun	Consent	Authorization to Demolish Duty-Man House and Approval of Funding
10-Jun	Consent	Facility Fee Waiver Policy Revisions

10-Jun	Consent	Resolution: Fiscal Year 2013/2014 Budget
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	Response to Raymond Basin Management Board (Strategic Plan)
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	Lease Agreement with Verizon
24-Jun	Consent	GASB 54
24-Jun	Consent	OPEB Actuarial (tentative)
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	Consideration of appointment(s) to Community Services Commission
24-Jun	Discussion	Development Impact Fees (tentative)
24-Jun	Discussion	Consideration of Building Moratorium (Delmar)
24-Jun	Discussion	14/15 Budget, Budget Reductions, CJPIA Payment, & City Reserve Policy
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, 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

SENIOR CENTER

The Lunch and Learn scheduled for Wednesday, May 28th was rescheduled to Monday, June 9th due to a scheduling conflict.

The Older American Reception honoring 2014 recipient Richard Johnson will be held Friday, May 30th from 4:30 pm - 6:00 pm at the Hart Park House Senior Center.

MOUNT WILSON TRAIL RACE

The Mount Wilson Trail Race occurred this past weekend with the Pasta Feed Dinner on Friday, May 23rd and the Race on Saturday, May 24th. Both the Friday dinner and Saturday activities were a huge success; 194 youth participated in the Kids' Fun Run and 317 adult runners crossed the finish line.

CONCERTS IN THE PARK

The performer has changed for the June 22nd concert sponsored by the Senior Community Commission due to a performance conflict with the original band. The new performer is Rex Merriweather, a 15-piece big band.

COMMUNITY YARD SALE

Ten vendor spaces are still available for the annual Community Yard Sale. The Yard Sale will be on Saturday, June 7 from 8:00 am - 12:00 pm.

DONATIONS

The Community Services Department received four donations from the Sierra Madre Civic Club for items requested as part of the Civic Club's annual philanthropy grants. \$500 was granted to both the Mount Wilson Trail Race Kids Fun Run and the Huck Finn Fishing Derby, \$525 was granted for the purchase of a food service canopy at events, and \$350 for monthly birthday celebrations at the Senior Center.

SPECIAL COMMUNITY SERVICES COMMISSION MEETING

The Community Services Commission is meeting on Monday, June 2nd at 6:30 pm in the Council Chambers for a special meeting. The meeting agenda includes the Waterworks Contract Extension, Chloe's Walk Special Event Permit, Fee Waiver Revision and Pool Project approval request.

DEVELOPMENT SERVICES

PLANNING COMMISSION MEETING

The next Planning Commission meeting is on Thursday, June 5th, at 7:00 pm in the Council Chambers. Items on the agenda include: 1) Continued discussion of a Certificate of Appropriateness for the addition of a 209 square foot storage room at the Hart Park House (Senior Center) – a design option will be presented; 2) Consideration of a Resolution approving a CUP to allow construction of an AT&T wireless facility on the rooftop of the building at 140 W. Sierra Madre Blvd.; and 3) Review of the General Plan Update, Chapter Three – Hazard Prevention Management, which includes fire safety, flood/landslide, seismic safety, and noise.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

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

Recruitments Pending

- Part-time Program Specialist

LIBRARY SERVICES

LIBRARY SEEKS BOOK RECOMMENDATIONS

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 reading 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; for more information on teen volunteers please visit the City’s website at <http://www.cityofsierramadre.com/teen-services>.

FRIENDS BOOK SALE

The Friends will hold their bimonthly book sale on June 6 and 7, 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, June 6th, 3:00 pm – 7:00 pm
- Saturday, June 7th, 10:00 am – 2:00 pm

TEEN DOCENTS AT MT. WILSON TRAIL RACE



Five of our Teen Docents provided interesting facts on the Mt. Wilson Trail Race at the Friday night dinner in Kersting Court. Did you know that the first Mt. Wilson Trail Race occurred in 1908 and actually went all the way to the top of Mt. Wilson? How about, that this race is the second oldest trail race in California? Were you aware that this trail has been used for hikers, campers, party goers, hauling telescope equipment to the top, hunting, and as a summer escape for city folks? Our teen docents have learned so much about our local history and will be sharing these stories and more this summer on Tuesdays at 1:00 in the library. Please call the Library at 355-7186 for more information.