City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: July 3, 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, July 8th – City Council meeting 6:30 pm (Closed Session begins at 5:00 pm)
- Thursday, July 10th - Special Senior Community Commission meeting (The meeting was rescheduled from the regular date of July 3rd. Please note there is no July 3rd meeting.)

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Tuesday, July 22nd – City Council meeting 6:30 pm
  Please note: There are no Council Meetings in the month of August.
- Friday, November 14th – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

SUMMER EVENTS

- Friday, 4th of July Firecracker Fun Run 8:00 am / 4th of July Parade 10:00 am
- Sunday, July 6th – Concert In The Park: Elvis Tribute 6:00 pm
- Sunday, June 13th – Concert In The Park: Woody and The Long Boards 6:00 pm
- Friday, July 18th – Family Movie Fridays – Lego Movie – Memorial Park Band Shell
- Sunday, July 20th – Concert In The Park: Decades of Rock 6:00 pm
- Sunday, July 27th – Concert In The Park: Hard Day's Night – Beatles Tribute Band 6:00 pm
- Sunday, August 3rd – Concert In The Park: Gem City Jazz Cats 6:00 pm
- Sunday, August 10th – Concert In The Park: Opa, Opa Latin Jazz 6:00 pm
- Sunday, August 17th – Concert In The Park: Sierra Madre Music Bands 6:00 pm

CLOSED FOR JULY 4TH HOLIDAY

All non-Public Safety offices are closed on Friday, July 4th for the holiday, and reopen on Monday, July 7th.

FOURTH OF JULY

Events scheduled for Thursday, July 3rd include a celebration in Memorial Park from 5:30 pm - 10:30 pm including live music, kids fun zone, food trucks, a beer garden, various non-profit booths, and more. Friday, July 4th activities include the Firecracker Fun Run at 8:00 am, the parade at 10:00 am, and the Community Picnic from 11:00 am - 3:00 pm in Sierra Vista Park. The Community picnic includes live music, free admission to the Sierra Madre pool, community games, food trucks, a beer garden, various non-profit booths, and more.

NOTICE OF INTENT TO CIRCULATE A PETITION

A "Notice of Intent to Circulate a Petition," for the purpose of, "repealing existing ordinances permitting the taxation of utilities and prohibiting the enactment of future utility taxes except upon submission to the voters and approval by two-thirds of the votes cast" was submitted to the City Clerk on Wednesday morning. Pursuant to the State Elections Code, this is the first step, before circulating an initiative petition in the city.

Per State law, and City Clerk Shollenberger's request, the Notice of Intent was forwarded to the City Attorney's office. Among other responsibilities, the City Attorney is required to review the petition for compliance with the Election Code, and provide advice to the City Clerk. Additional information will be provided in future reports to the Council.

COMMISSIONER VACANCIES

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 provides staff support to the Commission.

At this time, we have received several applications for Council consideration:

Library Board of Trustees – 2 Vacancies

1. Ms. Joy Painter
2. Ms. Patricia Patano
3. Mr. Richard Procter
4. Ms. Sue Hart
5. Ms. Shannon King

This appointment is scheduled for the July 8th City Council meeting.

Planning Commission – 1 Vacancy

1. Mr. Bob Spears

The City Council directed that this appointment be scheduled for the July 8th City Council meeting, proceeding with the single application.

Senior Community Commission – 1 Vacancy

1. Mr. Robert Tager

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.

22-Jul	Consent	Personnel Rules & Regulations
22-Jul	Consent	Award of CDBG Project (Wheel Chair Ramps)
22-Jul	Consent	Authorization To Go Out To Bid for Sewer Project
22-Jul	Consent	Street Radar Survey
22-Jul	Consent	Award of Bid: Council Chambers Audio/Visual Equipment
22-Jul	Consent	Warrants
22-Jul	Public Hearing	Extend Building Moratorium
22-Jul	Discussion	Consideration of appointment to Community Services Commission
22-Jul	Discussion	Strategic Plan Update
22-Jul	Discussion	Full-Time Employee Salary Compaction Plan & Health Benefits (Delmar)
22-Jul	Discussion	Waterworks Aquatic Contract
22-Jul	Discussion	Application of Tree Mitigation Monies into Environmental Fund (Strat Plan)
22-Jul	Discussion	Fiscal Year 2015/2017 Policy Direction (tentative)
August		No City Council Meetings
9-Sep	Presentation	Water Conservation Update
9-Sep	Consent	Adoption Sewer System Management Plan Update
9-Sep	Consent	Electricity Usage and Cost Trends - FY ending June 30
9-Sep	Consent	Conflict of Interest Disclosure Categories
9-Sep	Consent	RFP: Banking Services (Strategic Plan)
9-Sep	Consent	Warrants
9-Sep	Consent	Library Hours (Board of Trustees Recommendation)
9-Sep	Consent	Fourth Quarter Financial Reports
9-Sep	Public Hearing	Citizens Options for Public Safety (COPS) Grant
9-Sep	Public Hearing	SMMC Amendment Regarding Uniform Street Widths
9-Sep	Discussion	Development Impact Fees (tentative)
9-Sep	Discussion	Plan to Enhance City's Volunteer Program (Strategic Plan)
9-Sep	Discussion	Customer Service & Communication Enhancement Plan (Strategic Plan)
9-Sep	Discussion	Hunting in City (Delmar)
9-Sep	Discussion	Water blending of imported and ground water (Strategic Plan)
9-Sep	Discussion	"Summary of FY 2014/2015 Budget" Pamphlet for Public (Strategic Plan)
23-Sep	Consent	Holiday Schedule for City Council meetings in November and December
23-Sep	Consent	Recommended Withdrawal from LA-RICS
23-Sep	Consent	Completion of FY 2013/2014 Street Project Construction (Strategic Plan)
23-Sep	Consent	Warrants
23-Sep	Consent	Recommendation for assessment of Library Building (Strategic Plan)
22-Sep	Discussion	Allocation of Uncommitted General Fund Reserves
23-Sep	Discussion	Consideration of Alternate Organizational Structures (Strategic Plan)

23-Sep	Discussion	Strategic Plan Update
23-Sep	Discussion	Allocation of Development Impact Fees to Eligible Projects (Strategic Plan)
23-Sep	Discussion	Adopt-A-Tree Program (Strategic Plan)
23-Sep	Discussion	West Tunnel Water Availability in event of disaster (Strategic Plan)
23-Sep	Discussion	Financial Update on Sewer and Water Utility Funds (Strategic Plan)
23-Sep	Discussion	Replacement of Obsolete City Telephone Systems (Strategic Plan)
14-Oct	Presentation	Water Conservation Update
14-Oct	Consent	Warrants
14-Oct	Consent	General Plan EIR Draft (Strategic Plan)
14-Oct	Discussion	Historic Survey (Capoccia)
14-Oct	Discussion	Development Agreement with Heritage Housing Partners
14-Oct	Discussion	Stub Outs for Gray Water Systems in New Construction
14-Oct	Discussion	Consideration of Sidewalk Repair Master Plan (Strategic Plan)
14-Oct	Discussion	RFP: East Tunnel Improvement Study (Strategic Plan)

COMMUNITY SERVICES

SENIOR COMMUNITY COMMISSION

The regularly scheduled Senior Community Commission meeting for July 3rd was cancelled due to the 4th of July holiday and has been rescheduled to Thursday, July 10th at 3:00 pm in the Council Chambers.

SUMMER FUN IN THE PARK

On Tuesday, July 1st youth stopped by the Sierra Madre Fire Department to learn about fire safety and get a tour of the station. Thursday's CATZ program was cancelled due to the Independence holiday.

CONCERTS IN THE PARK

Turnout was strong for the concert on Sunday, June 29th featuring Cash Up Front, a Johnny Cash tribute band. The Sierra Madre Community Foundation sponsored the concert and the Ice Princess served frozen treats. Elvis will be performing Sunday, July 6th which will likely be the largest concert of the series. The concert is sponsored by the Sierra Madre Rotary Club, and both the Ice Princess and Rounds Premium Burgers will be serving food.

ARTS ADVISORY COMMITTEE

The Arts Advisory Committee was convened on Tuesday, July 1st to review a preliminary proposal for Art in Public Places by the Kensington. The Committee provided constructive feedback to the Kensington representative, who will formalize a more detailed proposal for eventual review by the Community Services Commission at a later date. At this time, it appears that the Kensington developer will be donating public art, instead of paying an in-lieu fee. The preliminary proposal for public art is in the form of a decorative sidewalk treatment in front of the building.

DEVELOPMENT SERVICES

PLANNING COMMISSION

The Planning Commission held their meeting on Wednesday, July 2nd, and took action on the following: 1) Continued the CUP application to construct a 4,400 square foot house at 2235 Santa Anita Avenue, to the August 21st meeting. The owner/applicant requested for a continuance to allow a redesign of the plan based

on the Commission's comments that the bulk, mass, scale, height, design, and size of the proposed house is not compatible with the surrounding neighborhood; and 2) Continued review of sections of the General Plan update.

The next Planning Commission meeting is July 17th at 7:00 p.m.

PLANNING AND BUILDING & SAFETY ACTIVITY

The Development Services Department is currently processing 18 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 June, staff received and is processing 9 plan check applications and issued 39 permits for 29 properties. In some instances, multiple permits are obtained for a single property (i.e., building, electrical, mechanical, and plumbing). There were 127 inspections conducted in June for construction projects throughout the City, an average of 32 inspections per week. There were 208 members of the public who visited Development Services counter seeking information on zoning, land use, and building permit requirements. This is an average of 11 counter visits per day. The number of counter visits increased by 81 between May and June.

FINANCE DEPARTMENT

AUTOMATIC PAYMENT OPTIONS FOR WATER BILLING

Finance department has rolled out automatic payment options for utility billing. Customers will have the option to have their bill paid with automatic checking or credit card debit transactions. Applications to enroll will be sent out with utility bills, on the City's website and City Hall. Once received, the application will be applied to the customer's next billing cycle. In addition, the City will be establishing "electronic statements" as an option to go paperless.

FIRE DEPARTMENT

CHANTRY FLAT HOLIDAY CLOSURES

In cooperation with the U.S. Forest Service, the gate at the entry to Chantry Flats will close early the weekend of July 4th. The temporarily revised hours are as follows:

July 3rd – July 6th
6:00 am – 6:00 pm

Normal hours will resume Monday, July 7th. Notifications will be released in the event that severe weather warnings cause additional closures.

PHOS-CHEK

The annual application of Phos-Chek to the brush alongside Chantry Road, the Rose Bowl, and the City of La Verne was completed by Sierra Madre Water Tender 41 on Wednesday July 2nd. Phos-Chek is a fire retardant used by the Sierra Madre Fire Department that is applied preventatively to areas considered highly susceptible to brush fires to reduce the flammability of the fuel.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

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

Closed Recruitments

- Police Dispatcher
- Police Investigator, part-time
- Part-time Community Services Officer

LIBRARY SERVICES

SUMMER READING PROGRAM SIGN-UPS

"Paws to Read", our annual Summer Reading Program began Monday, June 9th and runs through Saturday, August 2nd. The reading program is open to all ages including children, teens, and adults.

THURSDAY, JULY 10TH, 1-5 PM – SUMMER READING PROGRAM

A Library Fair will be happening all afternoon in the Library Garden and in the Library!
2 pm - The Ukulady-Family Music Show
3:30 pm - Barks & Books with Mae Rose & Friends
1-5 pm - Pasadena Humane Society Pet Adoptions
1-5 pm - Friends of the Library Best Used Books Sale

Third Thursday Book Club Thursday, July 17th, 11 am
Join us and other adults for a lively discussion of *Lady at the OK Corral* by Ann Kirschner.

4TH OF JULY PARADE

Library patrons and staff will be marching in the 4th of July parade! Teens are busy decorating signs, and staff have some fun give-away items as they march down Sierra Madre Blvd.

LOCAL HISTORY TOURS ON TUESDAYS

Meet at the library in the Local History Room to take the Digital Storyboard Tour led by Teen Docents:
July 8th, 1 pm: Joyride (transportation in early Sierra Madre)
July 15th, 1 pm: Surprise Me (Historical pictures of people and places in Sierra Madre)

THIRD THURSDAY BOOK CLUB THURSDAY, JUNE 19TH, 11 AM

Join us for a lively discussion of *The Levenworth Case* by Anna Katharine Green.

POLICE DEPARTMENT

PASADENA HUMANE SOCIETY

Attached is the report from the Pasadena Humane Society for the month of June.

PUBLIC WORKS

POTENTIAL COST INCREASES FOR TREE MAINTENANCE AND LANDSCAPE MAINTENANCE

Public Works has received word that the California Department of Industrial Relations is considering eliminating the wage classification for Landscape Maintenance Laborer (min. $8.37), and forcing contractors to use the wage classification for Construction Laborer (min. $47.73). Should this change take place, it will greatly increase our costs for tree trimming/planting (West Coast Arborists) and Landscape Maintenance (Merchants Landscape.) For example, WCA's current average wage is $18.50. The wages in the Construction Laborer classification are over 2.5 times their current average wage. Should the change be enacted, our tree maintenance budget would allow for 2.5 times fewer trees to be trimmed each year. In a similar vein, this could potentially raise the city's contract rate for landscape maintenance from approximately $120,000 to $300,000.

Attachment (1)

pasadena humane society & spca

compassion and care for all animals

Animal Control
6/1/2014 to 6/30/2014
SIERRA MAD

Field Officer Statistics
6/1/2014 to 6/30/2014
SIERRA MAD

	ASST	DEAD	INV	PATROL	RESCU	STRAY	TRANS	UNLOAD	WILD	**TOTAL**
	0	0	0	14	0	0	0	0	0	**14**
ANIML	0	0	0	0	0	0	0	12	0	**12**
CONF	0	0	0	0	0	2	0	0	1	**3**
DMSTC	0	4	0	0	0	0	0	0	0	**4**
FENCE	0	0	0	0	1	0	0	0	0	**1**
INJ	0	0	0	0	0	1	0	0	6	**7**
NEG	0	0	1	0	0	0	0	0	0	**1**
OPNYD	0	0	0	0	0	1	0	0	0	**1**
OTHER	0	0	0	0	0	0	0	1	0	**1**
PHS	1	0	0	0	0	0	0	0	0	**1**
RELO	0	0	0	0	0	0	4	0	0	**4**
ROAM	0	0	0	0	0	2	0	0	10	**12**
SICK	0	0	0	0	0	0	0	0	1	**1**
TRAP	0	0	0	0	0	1	0	0	2	**3**
WILD	0	8	0	0	0	0	0	0	0	**8**
TOTAL	**1**	**12**	**1**	**14**	**1**	**7**	**4**	**13**	**20**	**73**

Impounded Animal Report
is between 6/1/2014 and 6/30/2014
SIERRA MAD

		ACTIVE	DECEASED	**TOTAL**
BIRD		9	0	9
	CHICKEN	1	0	1
	PIGEON	2	0	2
CAT		15	4	19
DOG		4	1	5
MAMMAL	RACCOON	1	1	2
REPTILE	SNAKE	4	1	5
	TURTLE	1	0	1
RODENT	MOUSE	1	0	1
	SQUIRREL	0	2	2
TOTAL		38	9	47

Wildlife Impounded Animal Report for All Cities

6/1/2014 to 6/30/2014

SIERRA MAD

		ACTIVE	DECEASED	**TOTAL**
BIRD	CHICKEN	1	0	**1**
	FINCH	2	0	**2**
	GROSBEAK	1	0	**1**
	PARROT	3	0	**3**
	PIGEON	2	0	**2**
	SPARROW	2	0	**2**
	STARLING	1	0	**1**
	Total	**12**	**0**	**12**
MAMMAL	RACCOON	1	1	**2**
	Total	**1**	**1**	**2**
REPTILE	SNAKE	4	1	**5**
	TURTLE	1	0	**1**
	Total	**5**	**1**	**6**
RODENT	MOUSE	1	0	**1**
	SQUIRREL	0	2	**2**
	Total	**1**	**2**	**3**
TOTAL		**19**	**4**	**23**

Live Animal Intake Reason Report

6/1/2014 to 6/30/2014

SIERRA MAD

		OWNER	REQEUT	RTRN	STRAY	WILD	**TOTAL**
BIRD		0	0	0	1	8	**9**
	CHICKEN	1	0	0	0	0	**1**
	PIGEON	0	0	0	0	2	**2**
CAT		0	2	0	13	0	**15**
DOG		0	0	1	3	0	**4**
MAMMAL	RACCOON	0	0	0	0	1	**1**
REPTILE		0	0	0	1	4	**5**
RODENT	MOUSE	0	0	0	0	1	**1**
TOTAL		**1**	**2**	**1**	**18**	**16**	**38**

Euthanasia Reason Report
6/1/2014 to 6/30/2014
SIERRA MAD

		EUTH				TOTAL
		NA FERA	NA INJU	NA SICK	**Total**	
BIRD		0	2	0	2	**2**
	PIGEON	0	2	0	2	**2**
CAT		5	0	0	5	**5**
DOG		0	0	1	1	**1**
RABBIT		0	0	1	1	**1**
RODENT	MOUSE	0	1	0	1	**1**
TOTAL		**5**	**5**	**2**	12	**12**

Animals Euthanized for Space: 0

Owner Requested Euthanasia Reason Report

6/1/2014 to 6/30/2014

SIERRA MAD

		REQ EUTH				TOTAL
		NA INJUR	NA OLD	NA SICK	**Total**	
CAT		1	1	1	3	**3**
TOTAL		**1**	**1**	**1**	3	**3**

Animal Outcome Report

6/1/2014 to 6/30/2014

SIERRA MAD

		ADOPTION	DIED	EUTH	RELEASE	REQ EUTH	RESCUE	RTO	TNR	TRANSFER	TOTAL
BIRD		0	3	2	0	0	3	0	0	1	9
	CHICKEN	0	0	0	0	0	1	0	0	0	1
	PIGEON	0	0	2	0	0	0	0	0	0	2
	Total	**0**	**3**	**4**	**0**	**0**	**4**	**0**	**0**	**1**	**12**
CAT		5	0	5	0	3	0	2	1	0	16
	Total	**5**	**0**	**5**	**0**	**3**	**0**	**2**	**1**	**0**	**16**
DOG		3	0	1	0	0	0	1	0	0	5
	Total	**3**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**0**	**5**
MAMMAL	RACCOON	0	0	0	1	0	0	0	0	0	1
	Total	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**1**
RABBIT		0	0	1	0	0	1	0	0	0	2
	Total	**0**	**0**	**1**	**0**	**0**	**1**	**0**	**0**	**0**	**2**
REPTILE	SNAKE	0	0	0	4	0	0	0	0	0	4
	TURTLE	0	0	0	0	0	0	1	0	0	1
	Total	**0**	**0**	**0**	**4**	**0**	**0**	**1**	**0**	**0**	**5**
RODENT	MOUSE	0	0	1	0	0	0	0	0	0	1
	Total	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**1**
TOTAL		**8**	**3**	**12**	**5**	**3**	**5**	**4**	**1**	**1**	**42**

Animals Still Here at End of Month
as of 6/30/2014
SIERRA MAD

	ACTIVE
BIRD	**2**
DOG	**1**
TOTAL	**3**

RTO List for SIERRA MAD
During from 6/1/2014 to 6/30/2014

SIERRA MAD

DATE OUT	TYPE	AID #	RECPT #	PRICE	PID #	NAME (FIRST LAST)	STREET	CITY, STATE ZIP
6/1/14	DOG STRAY	A357170	R14-156258	20.00	P286346	ROSE SWIM	263 E SIERRA MADRE BLVD	SIERRA MADRE, CA 91024
6/3/14	CAT STRAY	A357238		0.00	P205597	DAVID ZACH	686 RAMONA	SIERRA MADRE, CA 91024
6/18/14	OTHER STRAY	A358128	R14-158551	14.00	P287358	MAUREEN DAVIS	5 W CARTER AVE	SIERRA MADRE, CA 91024
6/29/14	CAT STRAY	A359063	R14-160238	14.00	P019703	DOUG WARDEN	397 N MOUNTAIN TRAIL	SIERRA MADRE, CA 91024

Impound Fee Totals for SIERRA MAD = $48.00

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