City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: July 12, 2012

Subject: City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- WaterWorks Meet & Greet #2 this is the follow-up to the June 2^{nd} Meet & Greet Saturday, July 28^{th} at noon at the Aquatics Facility
- Hawaiian shirt day! Don't forget to wear your Hawaiian shirt to the Council meeting, Tuesday, August 14th
- Honors Dinner Thursday, Sept 13th at the Alverno Villa

NEXT WEEK'S MEETINGS

Please note that the agenda is available on the City's website approximately 72 hours before the meeting. Next week's meetings are:

- Monday, July 16 Community Services Commission 6:30 pm
- Wednesday, July 18 Tree Advisory Commission 7:00 pm
- Thursday, July 19 Planning Commission 7:00 pm

CITY COUNCIL MEETING FOLLOW-UP

Here are the answers to a few questions that arose during Tuesday night's council meeting.

- WaterWorks community meeting the next Meet & Greet is scheduled for Saturday, July 28th at noon at the Aquatics Center. WaterWorks staff will be present to provide an update from the June 2nd meeting and discuss the current level of programming, etc.
- Jr. Guard Program WaterWorks has committed to a sponsoring a Jr. Lifeguard program, but they are calling it their "Mentorship" program. (see Community Services section of memo for additional information)

- San Gabriel Valley Council of Government (SGVCOG) dues the current fiscal year dues amount is \$8,289.00. None of the funds to pay the dues is directly charged to the General Fund; the dues are paid from Proposition C, AQMD, and Internal Service funds. The City's membership dues have not been paid for the current fiscal year, which began on July 1st.
- Worker's Comp for Volunteers Resolution the memorandum from Director Weaver and the associated resolutions are attached to this memorandum. It was requested that the information be placed on the City's website and the most efficient way was to attach it to this week's City Manager's report.

ANNUAL BREAKFAST MEETING WITH THE SUPERVISOR

I have polled the City Council regarding your availability for the Annual Breakfast Meeting with Supervisor Antonovich. His office would like the meeting to occur on Wednesday, August 1st at 8:00 am at the Only Place. As soon as I hear back from all of the Council Members, I will let everyone know if this is actually scheduled.

RHNA APPEAL HEARING - JULY 12, 2012

The RHNA Appeal Hearing is today between 12:45 p.m. and 5:00 p.m. in the downtown Los Angeles SCAG office. This memo was prepared before the meeting, so I am unable to report on the outcome.

As a reminder, the City's appeal to SCAG is for the reduction of the RHNA allocation of 55 units (for the 5th Housing Element cycle 2013-2021), based on water supply constraints for additional development and on the AB 2158 Factors. There are 6 LA County cities (including Sierra Madre), 4 Ventura County cities, 1 Orange County city, and 1 Riverside County city (total 12 cities) that are appealing their RHNA numbers. The SCAG staff recommendation is for denial of all of the appeals. The agenda is available on SCAG's website.

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.

(Please note, due to the August recess, the September 11th and 25th agendas have a significant number of action items – most likely agenda items will be re-scheduled to October and November meetings – but the determination of which specific will be made closer to the date of the meetings.)

24-Jul	Consent	TUP: Household Hazardous Waste Round-Up
24-Jul	Consent	AT&T / T-Mobile agreement
24-Jul	Consent	One Carter/Stonegate Pedestrian Easement
24-Jul	Consent	SMTV3 Guidelines
24-Jul	Consent	Warrants
24-Jul	Consent	Adding a part-time FD Captain to the salary matrix
24-Jul	Consent	Terms & Conditions of Employment for Fire Capt.

24-Jul 24-Jul	Public Hearing Public Hearing	Ordinance: Recovery of Legal Fees Kensington Project (Strategic Plan)
24-Jul	Discussion	Rose Float Association (Harabedian)
24-Jul	Discussion	City Council Succession Policy
24-Jul	Discussion	Planning Commission Appointment (and Publicizing Applicant's Names)
24-Jul	Discussion	
24-Jui 1-Aug		Resolutions for November Kensington Election Prophrost meeting with Supervisor Antonovich
U	Special Consent	Breakfast meeting with Supervisor Antonovich
14-Aug	Consent	Quarterly Financial Report Warrants
14-Aug		
14-Aug	Discussion	Consideration of G.A.C. to Commission status (Strategic Plan)
14-Aug	Discussion	Strategic Plan Update Diameter Ordinary Weter Consequentian Annual Paralty & Phase 2
14-Aug	Discussion	Discussion - Ordinance Water Conservation- Appeal, Penalty & Phase 3
14-Aug	Discussion	Annual Water Utility Revenue & Expenditure Review
11-Sep	Presentation	Retiring SMFD Employee - Chris Morrison
11-Sep	Consent	Award of Bids for Janitorial and Grounds Maintenance
11-Sep	Consent	RFP Housing Element
11-Sep	Consent	Approval of finance agreement for One Carter Storm Drain
11-Sep	Consent	Warrants
11-Sep	Consent	Conflict of Interest Statement
11-Sep	Discussion	Funding for Infrastructure Improvements (Strategic Plan)
11-Sep	Discussion	Discussion of Transportation: Dial-A-Ride and Gateway Coach
11-Sep	Discussion	City Council Liaison Duties (Capoccia)
11-Sep	Discussion	Legal Services RFQ
11-Sep	Discussion	Strategic Plan Update
11-Sep	Discussion	Building Inspection Services
11-Sep	Discussion	GPSC Technical Background Report (Strategic Plan)
11-Sep	Discussion	Public Facility Fees
11-Sep	Discussion	TAC recommendation for tree ordinance
25-Sep	Consent	Unaudited Balances and \$25,000 Contracts
25-Sep	Consent	Warrants
25-Sep	Consent	Record Retention Schedule Modification
25-Sep	Public Hearing	Revised TUP Guidelines (tentative)
25-Sep	Discussion	Ordinance: Water Conservation-Penalty
25-Sep	Discussion	Dapeer and Rosenblit rate increase (from 6/24 Council meeting)
25-Sep	Discussion	Evaluation of City Reorganization (Strategic Plan)
25-Sep	Discussion	Police Dept. staffing levels (Strategic Plan)
25-Sep	Discussion	General Plan Land Use Alternatives (Strategic Plan)
25-Sep	Discussion	Plan to decrease sidewalk damage sites (Strategic Plan)
25-Sep	Discussion	State of the Infrastructure
25-Sep	Discussion	Plan to replace trees lost in Wind Storm 2011 (Strategic Plan)
25-Sep	Discussion	Ferguson Contract (Harabedian)

COMMUNITY SERVICES

WATERWORKS

Waterworks Aquatics will be hosting a follow up Meet and Greet on Saturday, July 28th from 12:00pm - 1:00pm. The Meet and Greet will be held at the Sierra Madre Aquatics Center, located at 611 E. Sierra Madre Blvd., Sierra Madre, CA 91024. Waterworks Aquatic representatives will be on site to answer any questions you may have regarding swim lessons, program scheduling, and other aquatic related topics. This is a perfect opportunity to find out more about aquatic programs provided by Waterworks Aquatics and the changes they have made since their opening in June.

WATERWORKS 1ST ADVISORY BOARD MEETING

The first Community Advisory Board meeting took place on Tuesday, July 10 at 10:00 a.m. Community Service Manager McClure, Community Services Commissioner Leslee Hinton, Joan Spears (aquatics participant and lap swimmer), and one other community member, Mona (who's children participated in swim lessons) attended the meeting. Items discussed included the next meet and greet, which is scheduled to take place on Saturday, July 28 at noon at the Aquatics Center. Todd from Waterworks gave an overview of the Mentorship Program which is similar to the Junior Lifeguard Program that Sierra Madre offered. Information about the program is on the Waterworks website, and Todd is working with Manager McClure to issue a press release this week. The final item discussed by the advisory board was the implementation of a scholarship program. Todd from Waterworks will send out a list of questions about the scholarship program to the board members for review and feedback. The next advisory board meeting date has not been selected.

ADULT SOFTBALL

There was an accident that occurred at the 7:30pm game this past Sunday, July 8. A player on the Commandos softball team was struck in the head by a ball while running to first base. Initially the player thought everything was okay and rested on his team bench. Approximately 20-30 minutes later, the player that was struck in the head began getting very ill. Emergency services were contacted and the man was taken to the hospital for further observation. A team member informed the City the player was doing well as of Tuesday evening, July 10. The Commandos were scheduled to play on Wednesday, July 11 but that game has been rescheduled. The other team they were to play has been notified of the change.

CONCERTS IN THE PARK

The next Concert in the Park is Sunday, July 15 and is sponsored by the Spero Foundation. The band for the concert is Gem City Jazz Cats, which performed during4th of July festivities. The Spero Foundation will be selling tacos the evening of the concert.

SENIORS

The Senior Moments Newsletter will be completed on Thursday, July 12 for the months of July and August. The newsletter will expand to a four page layout that was used in the past. The newsletter will contain additional information such as: Senior Community Commission recruitment, excursions, daily programming and notices.

LIBRARY SERVICES

SUMMER READING PROGRAM FOR ALL AGES!

Sign-ups for our summer reading program "Dream Big - Read!" began June 18. Children, teens and adults can still sign up for the program, to read books, and earn prizes throughout the summer. The program ends August 11.

In addition, special family-friendly programs have been scheduled:

- Monday, July 23 at 10:0 am *Ukulady* songs to promote fearlessness and friendship
- Monday, August 6 at 10:00 am Up All Night, Animals of the Dark, Wildlife Company

EREADER PROGRAMS AND TRAINING SET FOR JULY

Patrons are invited to the library to learn how to download free eBooks to a Kindle, iPad, Nook and other mobile devices. The library owns all of the above devices and is excited to show patrons how easy it really is to use and read an eBook!

MORNING SESSIONS

WEDNESDAY, JULY 25, 10-11:30AM

EVENING SESSIONS

TUESDAY, JULY 17, 7-8:30PM MONDAY, JULY 30, 7-8:30PM

Registration is required; please call the Library for more details at (626) 355-7186.

POLICE DEPARTMENT

WILD ANIMAL SIGHTINGS IN THE CITY

The Police Department is experiencing a high level of calls for service dealing with bears and mountain lions. They are working closely with the Pasadena Humane Society and the Department of Fish and Game to deal appropriately with the wildlife. There are many concerns among the community regarding the mountain lions in the area of San Anita and Arno. The Police Department has met with or spoken with many of the residents about their concerns and are keeping a close eye in the area. So far this season the Police Department has identified five different bears in our area, from small cubs to the larger male and females. This is up from last year where only two different bears were readily identified.

PASADENA HUMANE SOCIETY

Please see the attached month report.

PUBLIC WORKS

EAST MONTECITO SIGNAGE REQUEST

Public Works Director Inman met with East Montecito Business Owner Bill Fleming to discuss Mr. Fleming's proposal to install signage for the East Montecito businesses at the northeast corner of Baldwin Avenue and East Montecito Avenue. Mr. Inman provided Mr. Fleming with the Municipal Code section addressing signage, and indicated that Public Works would issue an installation permit once the design of the proposed sign is submitted to Development Services and approved as complying with the Code. The intent of the signage is to provide more visibility to the businesses on East Montecito. Mr. Fleming indicated that the

sign would be paid for by a group of the business owners. Depending upon the sign, this is an item that may go before the City Council at a future meeting.

Attachments



City of Sierra Madre

Human Resources Department 232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024 phone 626.355.7135 fax 626.355.2215

DATE:

July 3, 2012

To:

Elaine I. Aguilar, City Manager

FROM:

Elisa C. Weaver, Director of Human Resources

CC:

Miguel Hernandez, Personnel Analyst

SUBJECT:

Volunteer Workers' Compensation Resolution

As staff was preparing the updated staff report for the Volunteer Workers' Compensation coverage, we found a copy of a 1996 resolution extending workers' compensation insurance to volunteers serving the City. Resolution 96-12 has been forward to the California Joint Insurance Authority to update their files; and Resolution 12-51 which was first presented to the City Council on June 26, 2012 no longer needs to be adopted (Resolutions 96-12 and 12-51 are substantively the same resolution).

I have attached Resolutions 03-33, 96-12, and 12-51 for your information.

I also wanted to update you to let you know that Section 3363.5 of the Labor Code allows a person who performs voluntary service without pay for a public agency to be deemed an employee of the agency for purposes of providing workers' compensation insurance while volunteering.

Please let me know if I can be of any other services in regards to this matter.

RESOLUTION NO. 03-033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE CALIFORNIA, TO AUTHORIZE AND APPROVE SELF-INSURANCE OF WORKERS' COMPENSATION FOR ITS VOLUNTEER STAFF THROUGH THE SELF-INSURANCE AND LOSS POOLING PROGRAM OF CALIFORNIA JOINT POWERS INSURANCE AUTHORITY.

The City Council of the City of Sierra Madre, California, hereby does find and resolve as follows:

WHEREAS, pursuant to the provisions of Section 6500 et seq. and also Section 990.4 and 990.8 of the California Government Code, the California Joint Powers Insurance AUTHORITY was created in 1977; and

WHEREAS, the City of Sierra Madre has become a member of CALIFORNIA JOINT Powers insurance Authority, and also of its General Liability Program; and

WHEREAS, CALIFORNIA JOINT POWERS INSURANCE AUTHORITY has established and administered a successful Workers' Compensation Self-insurance and Loss Polling Program for its members since January 1, 1980; and volunteers MP

WHEREAS, there are significant financial and administrative advantages for the City of Sierra Madre to provide workers' compensation coverage for its employees through the said Self-insurance and Loss Pooling Program of California Joint Powers insurance Authority.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE, ORDER AND DETERMINE THE FOLLOWING:

Workers' compensation coverage for volunteer staff of the City of Sierra Madre through the Workers' Compensation Self-Insurance and Loss Pooling Program of CALIFORNIA JOINT POWERS INSURANCE AUTHORITY is hereby authorized and directed effective July 1, 2003.

Section 2. The Director of Administrative Services of the City of Sierra Madre is authorized and directed to apply to the Department of Industrial Relations for a Certificate of Consent to Self-insure, and to take such other actions as be necessary to effectuate selfinsurance of workers' compensation for City volunteers.

That an Initial Annual Workers' Compensation Deposit of \$50,466, or Section 3. such pro-rata part thereof as the Authority might determine for coverage of less than a fiscal period, is approved and the appropriate officers of the City are authorized to pay the same to the CALIFORNIA JPIA.

That a Loss Retention level of \$50,000 per occurrence is approved for all Section 4. volunteers.

Section 5. That the Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution, and thereupon the same shall take effect and be in force.

Section 6. That the City Clerk is directed to forward a certified copy of this Resolution to California Joint Powers Insurance Authority, 8081 Moody Street, La Palma, California 90623.

PASSED AND APPROVED by the City Council of the City of Sierra Madre this 9th day of June, 2003 by the following vote:

AYES:

Mayor, Bart Doyle, Mayor Pro Tem, Robert "Rob" Stockly, Councilmembers

Doug Hayes, George Maurer and Tonja Torres

NOES: ABSENT:

None

None

ABSTAIN:

None

RESOLUTION NO. 96-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE EXTENDING WORKERS' COMPENSATION INSURANCE TO VOLUNTEERS SERVING THE CITY

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, the City of Sierra Madre has an enduring tradition of volunteerism as exemplified by its volunteer fire department, commission, committees and community groups; and

WHEREAS, the Sierra Madre City Council recognizes the importance and value of volunteers in the community; and

WHEREAS, the City desires to provide Workers' Compensation insurance to cover volunteers that may be injured while performing their volunteer activities for the City; and

WHEREAS, the City Council is authorized pursuant to Labor Code Section 3363.5 to extend Workers' Compensation benefits to volunteers.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Sierra Madre does hereby declare that persons performing volunteer services for the City are deemed to be employees for the purposes of Division 4 of the Labor Code while performing such services.

APPROVED AND ADOPTED THIS 9th day of April, 1996.

MAYOR, City of Sierra Madre

California

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9th day of April 1996, by the following vote:

Mayor, George A. Maurer, Mayor Pro Tem, Orville L. (Lee) Cline

AYES: Councilmembers, Gary B. Adams, James C. Hester and Maryann

MacGillivray

NOES: None

ABSENT: None

/ Janey Sur Shollenlur City Clerk, City of Sierra Madre,

California

RESOLUTION NO. 12-51 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, PROVIDING WORKERS' COMPENSATION COVERAGE FOR CERTAIN CITY VOLUNTEERS PURSUANT TO THE PROVISIONS OF SECTION 3363.5 OF THE LABOR CODE.

WHEREAS, the City of Sierra Madre finds its best interest will be served by utilizing volunteers in the provision of certain government services; and

WHEREAS, said volunteers should be eligible for workers' compensation coverage while on duty;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sierra Madre does hereby:

- 1. Find and determine that the public interest in best served by providing workers' compensation coverage for City volunteer workers as specified by the City Manager; and
- 2. Provide eligibility for said volunteers for workers' compensation benefits which will be applicable during the time the person actually performs volunteer services, provided, however, that the rights of volunteers shall be limited as set forth in the Labor Code.

PASSED, APPROVE	D AND ADOPTED THIS	day of	
	Mayor		
ATTEST:			
City Clerk			



pasadena humane society & spca compassion and care for all animals

Animal Control 6/1/2012 to 6/30/2012 SIERRA MAD

Field Officer Statistics

6/1/2012 to 6/30/2012 SIERRA MAD

	DEAD	INV	PATRO	STRAY	TRANS	WiLD	XSERV	TOTAL
	0	0	11	0	0	0	2	13
ABAN	0	2	0	0	0	0	0	2
AGGRS	0	0	0	1	0	0	0	1
ANIML	0	0	0	0	1	0	0	1
BARK	0	1	0	0	0	0	0	1
BFLWP	0	1	0	0	0	0	0	1
BITE	0	1	0	0	0	0	0	1
BKFLP	0	1	0	0	0	0	0	1
CONF	0	0	0	5	0	2	0	7
DMSTC	1	0	0	0	0	0	0	1
FLWUP	0	1	0	0	0	0	0	1
INJ	0	0	0	0	0	4	0	4
MUNI	0	2	0	0	0	0	0	2
OWNED	1	0	0	0	0	0	0	1
ROAM	0	0	0	0	0	8	0	8
SICK	0	0	0	0	0	2	0	2
WILD	12	0	0	0	0	0	0	12
TOTAL	14	9	11	6	1	16	2	5 9

Impounded Animal Report is between 6/1/2012 and 6/30/2012 SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD		7	2	9
CAT		4	2	6
DOG		6	0	6
MAMMAL	COYOTE	0	1	1
	OPOSSUM	0	2	2
	RACCOON	1	0	1
REPTILE	LIZARD	1	0	1
RODENT	RAT	0	1	1
	SQUIRREL	3	5	8
TOTAL		22	13	35

Wildlife Impounded Animal Report for All Cities 6/1/2012 to 6/30/2012 SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD	CROW	0	1	1
	DOVE	1	0	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	FINCH	2	0	2
	HUMMINGBIRD	1	0	4
	PARROT	2	1	3
	SPARROW	1	0	1
	Total	7	2	9
MAMMAL	COYOTE	0	1	1
	OPOSSUM	0	2	2
	RACCOON	1	0	1
	Total	1	3	-4
REPTILE	LIZARD	1	0	. 1
	Total	1	0	1
RODENT	RAT	0	1	1
	SQUIRREL	3	5	8
	Total	3	6	9
TOTAL		12	11	23

Live Animal Intake Reason Report 6/1/2012 to 6/30/2012 SIERRA MAD

	•	OWNE	REQ	RTRN	STRAY	WILD	TOTAL
BIRD		0	0	0	1	6	7
CAT		3	0	1	0	0	4
DOG		1	3	0	2	0	6
МАММА	RACCO	0	0	0	0	1	1
REPTILE		0	0	0	1	0	. 1
RODENT	SQUIRR	0	0	0	0	3	3
TOTAL		4	3	1	4	10	22

Euthanasia Reason Report 6/1/2012 to 6/30/2012 SIERRA MAD

		EUTH	TOTAL				
		A SPAC	NA BEHA	NA INJUR	NA SICK	Total	
BIRD		0	0	1 .	1	2	2
CAT		1	2	0	0	3	3
DOG		0	1	0	0 .	1	1
MAMMAL	RACCOON	0	0	0	1	1	1
REPTILE		0	0	1	0	1	1
RODENT	SQUIRREL	0	0	1	0	1	1
TOTAL	istorioria de la companya	1	3	3	2	9	9

Animals Euthanized for Space: 1

Owner Requested Euthanasia Reason Report

6/1/2012 to 6/30/2012

SIERRA MAD

	REQ EU	TOTAL		
	NA OLD	NA SICK	Total	
DOG	 1	2	3	3
TOTAL	-1	2	3	3

Animal Outcome Report 6/1/2012 to 6/30/2012 SIERRA MAD

								T.		TOTAL
		ADOPTION	DIED	EUTH	RELEASE	REQ EUTH	RESCUE	RTO	TRANSFER	
BIRD		0	3	2	0	0	1	0	1	7
	DOVE	0	0	0	1	0	0	0	0	1
	PIGEON	0	0	0	1	0	0	0	0	1
	Total	0	3	2	2	0	1	0	1	9
CAT		1	0	3	0	0	0	0	0	4
	Total	1	0	3	0	0	0	0	0	4
DOG		1	0	1	0	3	1	1	0	7
	Total	1	0	1	0	3	1	1	0	7
MAMMA L	RACCO	0	0	1	0	0	0	0	0	1
L	Total	0	0	1	0	0	0	0	0	1
RABBIT		0	0	0	0	0	1	0	0	71111
	Total	0	0	0	0	0	1	0	0	1
REPTILE	LIZARD	1	0	0	0	0	0	0	0	1
	TURTLE	0	0	. 1	0	0	0	0	0	1
	Total	1	0	1	0	0	0	0	0	2
RODENT	SQUIRR	0	1	1	0	0	0	0	0	2
	Total	0	1	1	0	0	0	0	. 0	2
70	TAL	3	4	9	2	3	3	1	1	26

Animals Still Here at End of Month as of 6/30/2012 SIERRA MAD

ACTIVE
2
1
3

RTO List for SIERRA MAD During from 6/1/2012 to 6/30/2012

SIERRA MAD

DATE OUT	TYPE	AID#	RECPT#	PRICE	PID#	NAME (FIRST LAST)	STREET	CITY, STATE ZIP
6/5/12	DOG STRAY	A305028	R12-101428	20.00	P032700	TIM PALMER	622 W ALEGRIA	SIERRA MADRE, CA 91024

Impound Fee Totals for SIERRA MAD = \$20.00

Impound Fee Totals for SIERRA MAD = \$20.00