### City of Sierra Madre

# Memorandum

**To:** Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

**Date:** August 9, 2012

**Subject:** City Manager's Report

#### **CITY MANAGER**

#### DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- Hawaiian shirt day! Don't forget to wear your Hawaiian shirt to the Council meeting, Tuesday, August 14<sup>th</sup>
- 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, August 13 Oversight Board Meeting 6:30 pm in the Council Conference Room
- Monday, August 13 General Plan Steering Committee Meeting 6:00 pm in Council Chambers
- Tuesday, August 14 City Council Meeting 6:30 pm
- Wednesday, August 15 Special Council Meeting with Supervisor Antonovich 8:00 am, at the Only Place
- Wednesday, August 15 Tree Advisory Commission 7:00 pm
- Thursday, August 16 Planning Commission 7:00 pm

#### KENSINGTON INDEMNIFICATION AND WAIVER AGREEMENT FINALIZED

Today, the Fountain Square Development West, L.L.C representative signed the Kensington Election Indemnification and Hold Harmless Agreement as finalized by the City Council on Tuesday evening. The City Clerk was promptly notified so she could proceed with processing the election documentation with Los Angeles County.

#### BUSY WEEK

I think staff broke a record for number of agenda packets produced in one week. This week, the agenda packets for the Tree Advisory Commission, General Plan Steering Committee, Planning Commission, Tuesday's Special Council meeting, Monday's Oversight Board Meeting, Wednesday's Special Breakfast meeting with Supervisor Antonovich, and Tuesday's regular Council meeting were all finalized and posted to the City's website! I just want to thank all of the involved staff for their diligent efforts in getting everything complete this week.

#### 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 11<sup>th</sup> and 25<sup>th</sup> 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.)

11-Sep	Presentation	Presentation of new SMFD Captains
11-Sep	Presentation	Retiring SMFD Employee - Chris Morrison
11-Sep	Consent	AT&T / T-Mobile agreement
11-Sep	Consent	One Carter/Stonegate Pedestrian Easement
11-Sep	Consent	Warrants
11-Sep	Consent	Conflict of Interest Statement
11-Sep	Discussion	Discussion of Transportation: Dial-A-Ride and Gateway Coach
11-Sep	Discussion	City Council Liaison Duties (Capoccia)
11-Sep	Discussion	Appointments to Senior Community Commission - 2 vacancies
11-Sep	Discussion	Legal Services RFQ (Koerber)
11-Sep	Discussion	Building Inspection Services
11-Sep	Discussion	GPSC Technical Background Report (Strategic Plan)
25-Sep	Consent	RFP Housing Element
25-Sep	Consent	Award of Bids for Janitorial and Grounds Maintenance
25-Sep	Consent	Unaudited Balances and \$25,000 Contracts/Quarterly Financial Report
25-Sep	Consent	Warrants
	_	Record Retention Schedule Modification/E-mail Retention Schedule
25-Sep	Consent	(Koerber)
25-Sep	Public Hearing	Revised TUP Guidelines (tentative)
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	Funding for Infrastructure Improvements (Strategic Plan)
25-Sep	Discussion	Strategic Plan Update

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)
9-Oct	Consent	Warrants
9-Oct	Consent	TUP: Halloween Happenings
9-Oct	Discussion	Plan to enhance on-line services (Strategic Plan)
9-Oct	Discussion	COG Discussion (Harabedian)
9-Oct	Discussion	Resolution: Revised Commissioner Selection Process (Koerber)
9-Oct	Discussion	Update: Redline General Plan from GPSC (Strategic Plan)
9-Oct	Discussion	Public Facility Fees
9-Oct	Discussion	Discussion regarding contract for parking enforcement
9-Oct	Discussion	TAC recommendation for tree ordinance
9-Oct	Discussion	Revenue Discussion (variances, CUP, tree, tobacco, events)
9-Oct	Discussion	Park & Facility Master Plan
23-Oct	Consent	Re-evaluation of City's Assessment Districts
23-Oct	Consent	Approval of finance agreement for One Carter Storm Drain
23-Oct	Consent	Warrants
23-Oct	Discussion	186 W. Highland (Strategic Plan)

#### **COMMUNITY SERVICES**

#### CONCERTS IN THE PARK

JJ Jukebox is scheduled to perform at 6:00 pm in the next concert at Memorial Park's Bandshell on Sunday, August 12. The concert is sponsored by the Sierra Madre Kiwanis Club and Sierra Madre Friends of the Library.

#### **SENIORS**

City Councilmember John Capoccia hosted the August *Lunch and Learn* program on August 8, 2012 at the Hart Park House. Councilmember Capoccia joined the seniors for lunch and shared background on his election to the City Council and his status as liaison to the Senior Community Commission. Several Senior Community Commissioners were in attendance.

The August Senior Moments Newsletter was placed on the City website on Tuesday, August 7. The electronic version of the newsletter is posted on the Senior Services web page and under documents for the Community Services Department.

#### SENIOR COMMUNITY COMMISSION

The August Senior Community Commission met on Thursday, August 2. The Commission asked staff to look into the YWCA lunch program, creating a fall yard sale and choosing a new SMTV3 alternate. In addition staff will bring a request for new art to be hung at the Hart Park House. The next meeting is scheduled for Thursday, September 6, 2012.

#### COORDINATING COUNCIL

The Sierra Madre Coordinating Council eNewsletter was sent on Tuesday, August 7 to all members. The August newsletter included information on the Creative Arts Group Scarecrow Festival, Sierra Madre Woman's Club Wistaria Thrift Shop, Foothill Unity Center and the Sierra Madre Playhouse. The monthly newsletter features program, activities and events of local organizations.

#### WISTARIA VINE

Staff is working on completing a rough draft of the fall/winter edition of the Wistaria Vine. Staff is working on creating a new layout for the cover, featuring library programs in the fall. The next Vine is expected to be available the week of September 4, 2012.

#### SENIOR SPECIALIST INTERVIEWS

The second interview for the Senior Specialist position was on Monday, August 6 at the Hart Park House. Three candidates participated in the group interview. The group interview encouraged the candidates to work together to develop a senior based program. The candidates were evaluated on their peer interaction, time management, creativity, and prioritization skills. One of the three candidates was asked back to complete a third interview with me.

#### SUMMER FUN IN THE PARK

The Los Angeles Zoo hosted the Tuesday activity on August 8. The zoo has an outreach program where they teach youth about wildlife in the city and the relationships between animals and humans. The remaining four Tuesday presentations include Athens Services, LA County Arboretum, and the Fire Department.

#### SIERRA MADRE FARMERS MARKET

On behalf of the Sierra Madre Farmers Market, Raw Inspiration awarded a grant of \$700 to The Gooden School for their school garden. Raw Inspiration's mission is to educate children and adults on the importance of a healthy diet, especially on the importance of eating fresh fruits and vegetables daily. Incorporating this into the daily lives of the children on campus through a garden and through the curriculum will enrich the children's understanding of what it means to grow your own healthy food and eat fruits and vegetables daily. The Gooden School takes what is grown in their garden and donates it to food pantries in the area.

#### PARKS AND FACILITIES MASTER PLAN COMMITTEE

The next Committee meeting is scheduled for Thursday, August 16<sup>th</sup> at 6pm in the Youth Activity Center. Items on the agenda will include determining levels of priority for various improvement projects and developing an action plan for the implementation of the master plan.

#### COMMUNITY SERVICES COMMISSION

The Community Services Commission will be dark for the month August and have adjourned to their next meeting on Monday, September 17, 2012.

#### WATERWORKS AQUATICS

Waterworks Aquatics Creates Scholarship Program as part of the Waterworks Aquatics mission in striving to educate and motivate people of all ages to be safer in the water and learn proper swimming technique, they have created a Scholarship Program for the community. Waterworks Aquatics is committed to provide access and ensure that no one is denied an opportunity to participate in our aquatics programming because of

economic hardship. Scholarships for children, families and seniors are available for a variety of programs. To fill out a scholarship application, please go onto our website at <a href="www.waterworksswim.com/sierramadre">www.waterworksswim.com/sierramadre</a>. Scholarship applications are available year-round. Please note that all applications are reviewed carefully; however, there is no guarantee of approval.

#### **DEVELOPMENT SERVICES**

#### 8/13 SPECIAL GENERAL PLAN STEERING COMMITTEE (GPSC) MEETING, 6:00 P.M.

A special GPSC meeting will be held Monday, August 13, at 6:00 p.m. The GPSC cancelled their regular August 7 meeting due to the Council's special meeting occurring at the same time, and the 5 GPSC members polled that evening said that some key members that were to report on their work were absent, and setting another meeting date would serve better. The same agenda items will carry over to this special meeting.

#### 8/16 PLANNING COMMISSION MEETING, 7:00 P.M.

The next Planning Commission meeting is Thursday, August 16, at 7:00 p.m. Items on the agenda include: 1) proposed Code amendments relating to special events, temporary use permits, encroachment and excavation permits, and 2) review of the General Plan Technical Background Report (TBR). The two newly appointed Commissioners, Manish Desai and Ken Goldstein, will be introduced.

The General Plan Steering Committee (GPSC) completed its review of the Technical Background Report (TBR), prepared by the City's General Plan technical consultant, The Planning Center | DC&E. The GPSC's role was to review, make comments, advise, and recommend any revisions to the TBR. This TBR incorporates the GPSC's comments/revisions. The TBR is now being forwarded to the Planning Commission for its review. The TBR can be accessed and downloaded from the City's website – here's the link: <a href="http://cityofsierramadre.com/committees">http://cityofsierramadre.com/committees</a>. Under Documents, click on "General Plan Technical Background Report, July 2012". After the Planning Commission's review, the TBR will be forwarded to the City Council at its September 11, 2012 meeting.

The TBR is one phase of a project to update the existing General Plan. The TBR describes where Sierra Madre stands today; provides a snapshot of existing conditions in the City, including the built and natural environment; identifies opportunities and constraints facing the City; and provides much of the technical information and graphics necessary to prepare the Environmental Impact Report (EIR) for the General Plan Update.

#### **HUMAN RESOURCES**

#### HONOR'S DINNER

Nominations for the awards were extended to August 9<sup>th</sup>. A committee made up of last year's awardees and the mayor will select this year's honorees. Please send in your nominations to city@cityofsierramadre.com!

#### RECRUITMENT

#### Open Recruitments

- Part-time Library Page Closes 8/13/12
- Part-time Police Cadet Closes 8/31/12
- Internal Recruitment Police Sergeant Closes 8/31/12
- Part-time PD Investigator Closes 9/14/12

#### Closed Recruitments

- Community Services Part-time Senior Specialist final interview scheduled for 8/9/12
- Development Services Part-time Code Enforcement interviews complete, awaiting Department Head decision
  - Fire -
    - O Captains start date of 8/12/12
    - o Part-time Captain two conditional offer letter issued; one declined
    - o Part-time Fire Engineer interview complete, awaiting department head decision
    - o Part-time Paramedics interview complete, running background checks on seven candidates
  - Finance Department Accounting Manager conditional offer letter issued with a tentative start date of 8/27/12
  - Library Part-time Associate Interviews complete, awaiting Department Head decision
  - Police Dispatcher Candidate undergoing background check
  - Public Works -
    - Street Maintenance Worker Interviews scheduled for the week of 8/27/12
    - o Water Pump Operator Interviews scheduled for the week of 8/27/12

#### **LIBRARY SERVICES**

#### PARENTING WORKSHOPS COMING IN SEPTEMBER

Families with children ages three and younger are invited to a five-week Parent/Child Workshop featuring noted resource professionals on Thursday mornings in September. The interactive workshops include toys, crafts, books and play in addition to discussions of parenting issues and concerns. Enrollment is free, but in-person pre-registration at the Library is required to ensure a spot in the program. The Library is a national Family Place Library.

#### LIBRARY SURVEY NOW ONLINE

Please take a few minutes and participate in our Library Survey which is now available on Library's webpage <a href="http://cityofsierramadre.com/departments/library">http://cityofsierramadre.com/departments/library</a>

The information gathered will help in deciding how to best utilize our Library Services programs and resources.

#### SUMMER READING PROGRAM WINDING DOWN!

There is still time to sign-up for our summer reading program "Dream Big - Read!" which runs through August 11. Children, teens and adults can still sign up for the program, to read books, and earn prizes

throughout the summer. To date, we have 90 adults, 50 teens and 385 children participating in the program. Many thanks to our Friend's group who supports many of the activities and incentives for the program.

#### **EREADER PROGRAMS**

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!

Saturday, August 11 at 10:00 am

Tuesday, August 14 at 7:00 pm

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

#### **PUBLIC WORKS**

#### FOG ORDINANCE COMPLIANCE REQUESTED

Public Works has been working with the city's food service establishments (FSE's) to bring them into compliance with the City's Fats, Oils, and Grease ordinance. Staff sent letters to 36 different restaurants, schools, churches, and other entities that are assumed to operate commercial kitchens or provide food service of some kind. A second letter followed on June 11. Public Works staff held a workshop on July 17, for which invitations went out to FSE's. Our August 6<sup>th</sup> deadline for FOG permit applications has passed.

Of the 36 FSE's originally identified, five have applied for and been granted Limited Food Service Establishment (LSE) status, three are city facilities that are also LSE's, one has requested consideration for a Conditional Waiver, and eight have submitted permit applications. Of the 8 applicants, five have paid the permit fees.

This is a state-mandated ordinance. The City has to show that it is make an effort to obtain compliance. To that end, staff is sending out a reminder/warning/notice of non-compliance letter to all FSE's which have not applied for permits to date. A copy of the letter is attached.

#### BALDWIN AVENUE TO BE REPAVED

The City of Arcadia has provided us with a set of plans for the repaving of Baldwin Avenue between Foothill and Orange Grove. The entire stretch of Baldwin will have its asphalt pavement completely removed and replaced. According to Arcadia development services staff, the project is set for construction in October or November.

Attachments



# City of Sierra Madre

## Public Works Department

232 W. Sierra Madre Blvd., Sierra Madre, CA (626) 355-7135

August 7, 2012

«Title» «First\_Name» «Last\_Name»
«Company\_Name»
«Address\_Line\_1»
«City», «State» «ZIP Code»

<via certified mail>

#### RE: Fats, Oils and Grease Permit - Warning - Notice of Non-Compliance

Dear «Title» «Last Name»:

The City of Sierra Madre has sent multiple notifications to your place of business indicating that the Department would increase its enforcement activities relative to the existing Fats, Oils, and Grease (FOG) Ordinance (Municipal Code Chapter 13.14) this summer. FOG Permits are required of food service establishments such as your place of business. Permit applications and permit fees were due August 6.

The Public Works Department has not received a permit application or fees from your company to date, nor has the Department received a written request for consideration as a Limited Food Service Establishment (LSE) or a written request for Conditional Waiver of grease trap requirement from your company. Your business is therefore out of compliance with Sierra Madre Municipal Code Chapter 13.14.

This is a reminder that it is important that you take immediate steps in order to rectify this oversight before the City is forced to take additional actions. Please submit a permit application and permit fee, written request for consideration as a LSE, or written request and fee for Conditional Waiver prior to 5:30 PM August 16.

If you have any questions in this matter, please contact James Carlson or myself at 626.355.7135. Thank you.

Regards,

Bruce Inman Director of Public Works