City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: August 17, 2012

Subject: City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- Business Forum – Tuesday, August 21th, 6:30 pm at City Hall Council Chambers
- Honors Dinner - Thursday, September 13th at the Alverno Villa
- Business Forum – Friday, September 14th, 7:00 am at City Hall Council Chambers

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 20 – Community Services Commission – CANCELLED
- Wednesday, August 22 – Library Board of Trustees – 7:00 pm
- Thursday, August 23, 2012 – Green Advisory Committee – 7:00

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.)

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	P/T Accountant Technician
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)
11-Sep	Discussion	Water Conservation Ordinance, Phase IV, Penalties, & Appeals Process
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
25-Sep	Consent	Record Retention Schedule Modification/E-mail Retention Schedule (Koerber)
25-Sep	Consent	Conflict of Interest Statement
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)
25-Sep	Discussion	Water Bond Refinancing
25-Sep	Discussion	Earthquake Insurance for Water System
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	Public Hearing	Revised TUP Guidelines (tentative)
23-Oct	Discussion	186 W. Highland (Strategic Plan)
23-Oct	Discussion	Ordinance: City Council Succession Policy (Koerber)
23-Oct	Discussion	Water Meter Replacement Options
23-Oct	Discussion	Green Advisory Commission continued from 8/14/2012 meeting

COMMUNITY SERVICES

CONCERTS IN THE PARK

The next concert is scheduled for Sunday, August 21. The Sierra Madre Volunteer Firefighters Association is sponsoring the performing band, *The Groove*.

In addition, representatives from San Gabriel Valley Municipal Water District will be handing out information on water conservation and giveaways.

Cuties Juice Company has also pledged to donate 150 cartons of juice to be given away at the concert.

SENIORS

The first Senior Movie Wednesday was held on August 15 in Council Chambers. Nineteen seniors watched *Invasion of the Body Snatchers*. Staff gathered ideas for potential future movie dates from the seniors that attended.

In addition, the patrons expressed interest in having two movies a month shown in the Council Chambers. Staff will verify the availability of the Council Chambers for two movies in September.

The Hart Park House hosted free blood pressure testing on Tuesday, August 14. Staff from Methodist Hospital performed blood pressure testing on 11 seniors.

FAMILY MOVIE FRIDAYS

The final *Family Movie Friday* is August 17 in Kersting Court. The movie, *E.T. the Extra-Terrestrial*, is sponsored by donations from the community that were spearheaded by Bob Jackson. “No Parking” signs were posted days in advance of the screening to make the public aware. The movie begins at 8:00am and is free to the public.

WISTARIA VINE

Staff completed a rough draft of the front and back covers of the fall/winter Wistaria Vine. The cover features the Library remodel of the Children’s Library and the back cover highlights department events in September and October. The final copy of the vine will be sent to the printers the week of August 20.

SUMMER FUN IN THE PARK

Athens Services hosted *Summer Fun in the Park* on Tuesday, August 14 at Memorial Park. Athens gave a presentation on recycling and also brought one of their trash trucks for a demonstration. CATZ Sports provided the fitness program on Thursday, August 16 which was also held at Memorial Park. All *Summer Fun in the Park* activities is free to the public.

FALL/WINTER RECREATION CLASSES

Fall classes are now open for registration online at www.cityofsierramadre.com/onlineregistration or in person at the Community Services office.

New classes for the fall have been added such as G3 Academy's Women's Self- Defense course. In addition, Community Services Manager McClure has been working with potential new instructors from Charter Oaks Gymnastics and Devin Thomas who owns Southwest Sound in Sierra Madre to provide Rockin' after school music classes.

Returning classes include Zumba, yoga, karate, youth dance, gymnastics, and the ever popular Kidz Love Soccer.

PARKS AND FACILITIES MASTER PLAN COMMITTEE

This week's scheduled meeting was cancelled due to a lack of a quorum. The meeting has been rescheduled for Wednesday, August 22 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.

WATERWORKS AQUATICS

The next Community Advisory Board meeting is next Tuesday, August 21st at 10:00am. Items on the agenda for discussion feedback from community, Safety Day Event – Feedback on Event, Scholarship Program – Additions and/or Changes and an update on program changes & additions going into the Fall (e.g. Rec Swim, Lap Swim, Swim Team, etc.).

COMMUNITY SERVICES COMMISSION

At the Community Services Commission meeting in July, the Commission voted to cancel the August 20th meeting and adjourned to their next meeting on Monday, September 17, 2012.

COMMUNITY GARDEN PLOTS

The next quarterly rental fees are due in October. City staff has notified rental participants about the increase of quarterly fees for garden plots. Participants wishing to retain their assigned garden plots mush complete a renewal application. Applications are due to the Community Services Department no later than Thursday, September 6, 2012.

YMCA PROGRAMS

On Thursday, Summer Day Camp and Teen Leadership Club held an "Olympic Day" full of fun games to celebrate the end of summer programming (attached photos). As school starts up next week, the Childcare and Teen Leadership Club has begun registration for their fall programs. Childcare at the YMCA covers grades from kindergarten to 5th grade, and Teen Leadership Club is for ages 11-17 years. Registration forms are available at www.ymcala.org/pasadena or for more information, please call 626-355-5261 or Camille Rillorta at 626-432-5880.

DEVELOPMENT SERVICES

GENERAL PLAN STEERING COMMITTEE (GPSC) MEETING POSTPONED

The Special GPSC meeting last Monday, August 13th was postponed due to the lack of a quorum. The next regular meeting will be September 4. The Committee will discuss at that meeting if it wishes to hold a second meeting in September to make up for the August meeting postponement.

Committee member Colin Braudrick has informed staff that he is resigning from the GPSC. Colin informed staff that that he no longer lives in town. Colin also remarked that it has been an honor serving on the Committee and he hopes that he has positively influenced the revisions to the General Plan.

8/16 PLANNING COMMISSION MEETING

The Planning Commission held their regular meeting on Thursday, August 16th. The Planning Commission took action on two items: 1)Recommended to the City Council approval of Code text amendments regulating special events, temporary uses, encroachment and excavation permits, with modifications, and 2) Reviewed and made minor revisions to the General Plan Update Technical Background Report.

8/21 SECOND BUSINESS FORUM

The City and Chamber of Commerce are hosting the 2nd Business Forum on Tuesday, August 21, 2012 from 6:30 – 7:30 pm in the City Council Chambers. This 2nd forum replicates the 1st forum held on August 1st, providing additional opportunity for local business owners to learn about the market demand study that was completed and to provide them with current consumer data, which contains listings of actual products that Sierra Madre shoppers have greater propensity to purchase. A 3rd Business Forum will be held on Friday, September 14th from 7:00-8:00 am in the City Council Chambers.

SECOND UNIT SURVEY AND AMNESTY PROGRAM (CURRENT HOUSING ELEMENT OBJECTIVE)

A second unit survey is being prepared and will eventually be mailed to all residential property owners, which will implement an adopted Housing Element objective to conduct a citywide survey for the second dwelling unit amnesty program. The survey will help the City gather information from those who built a second unit without a permit of record, and will allow the City to evaluate the affordability of second units and provide the basis for developing a second unit amnesty program to help meet the City's RHNA requirement. The survey will have the dual purpose of promoting the amnesty program and highlighting the benefits of legalizing unpermitted second units, including increasing property values. The goal is to legalize these units, bring them into the City's official housing stock to contribute towards RHNA, and make them safe for current and future tenants. The survey would be anonymous and no identifying information is required of the respondent.

It should be noted that when the City was preparing the Housing Element Update for the current cycle, the existence of second units, or what are commonly known as "granny flats", was determined to be a viable option to meet the City's RHNA requirement, rather than to identify additional potential sites for affordable housing development. Per State housing law, the City was required to explore potentially suitable sites for future affordable housing development. There were eight sites identified, and the Old YAC site (187 W. Highland and the adjacent R-3 parcel at 182 W. Highland) was the only site chosen for future potential housing development. The policy requires that the City upzone the site to allow for a 16-unit affordable housing development (to plan for, not a requirement to build), with the balance of affordable housing to be captured by second units, to meet the RHNA requirement. In our reporting to HCD, the City must show that we carrying out these objectives to avoid any carryover of unmet RHNA to the next cycle.

Staff will be returning to the Council in the near future regarding the upzoning of the Highland property and the development of a second unit amnesty program.

HUMAN RESOURCES

EMPLOYEE APPRECIATION DAYS

This was the last week of this summer's Employee Appreciation Days. Tuesday was Hawaiian shirt day and Breakfast with the Mayor. Friday was "Jonquil" City Shirt day; City Staff took a photo after the All Employee Staff Meeting. At the All Employee Staff Meeting the following employees were awarded "You Rock" Awards:

(in alphabetical order)

- Laura Aguilar – *Administrative Services*
- Miguel Cardenas – *Public Works*
- Leticia Cardoso – *Development Services*
- James Carlson – *Public Works*
- Selena Chen – *Finance Department*
- Dorothy Costello – *Human Resources*
- Rosemary Garcia – *Community Services*
- Miguel Hernandez – *Human Resources*
- Jose Reynoso – *Public Works*

A "You Rock" bulletin board was unveiled in the front lobby and the web submissions were announced so that employees and community members alike could nominate staff for the award. Also, attendance awards were given to the following staff members who have not taken a single sick day in the past twelve months:

- Chris Cimino – *Public Works*
- Rosemary Garcia – *Community Services*
- Stephen Heydorff – *Fire Department*
- Joe Ortiz – *Police Department*
- Gordon Pfeiffer – *Police Department*
- Richard Snyder – *Fire Department*

RECRUITMENT

Open Recruitments:

- Police Department
  - 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 – recruitment temporarily on hold
- Development Services Part-time Code Enforcement – conditional offer issued
- Fire Department
  - Part-time Captain – two conditional offer letters issued; one declined
  - Part-time Fire Engineer – recruitment temporarily on hold

  - Part-time Paramedics – running background checks on seven candidates
- Finance
  - Accounting Manager – tentative start date August 20th
- Library
  - Part-time Associate – Interviews completed, no applicant selected, re-opening the recruitment
  - Part-time Library Page - Closed 8/13/12, interviews scheduled for the week of August 27th
- Police Dispatcher – Candidate undergoing background check
- Public Works
  - Street Maintenance Worker –Interviews scheduled for the week of 8/27/12
  - 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

Thank you to all who have submitted a survey. We have received approximately 400 surveys!

Please take a few minutes and participate in our Library Survey which is now available on Library's webpage http://cityofsierramadre.com/departments/library before the August 31st deadline.

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

SUMMER READING PROGRAM WAS SUCCESSFUL!

This year, 377 children, 48 teens, and 90 adults signed up for the summer reading program. Thanks to the Friends of the Library and the Sierra Madre Volunteer Fire Fighters Association who provided funding to award book prizes and offer family friendly programs. Such programs included The Ukulady and the Wildlife Company with over 150 in attendance at each program.

A great big thank you goes to our 53 teen volunteers who donated 473 hours this summer in helping children sign up for the reading program and awarding prizes.