City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

September 20, 2012

Subject:

City Manager's Report

<u>CITY MANAGER</u>

DATES FOR YOUR CALENDAR

- Saturday, September 22 Senior's Health Fair and Wellness in the Park
- Saturday, October 13 Fire Prevention Festival at Sierra Madre Fire Station
- Wednesday, October 24 Strategic Plan Retreat at Youth Activity Center
- Saturday, December 1 Sierra Madre Fire Department Winter Ball O'Malley Hall
- Wednesday, January 9 State of The City Address at the Sierra Madre Woman's Club

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:

- Tuesday, September 25 City Council Meeting: 6:30 pm
- Wednesday, September 26 Library Board of Trustees: 7:00 pm
- Thursday, September 27 Green Advisory Committee: 7:00 pm

Please note, the Successor Agency Oversight Board meeting that was scheduled for September 24th has been cancelled. There is no new meeting date at this time.

UUT COMMITTEE SELECTION

Each November, a new UUT Committee is selected by the City Council. Pursuant to the voter approved Ordinance, each City Council member makes one appointment to the Committee. I just wanted to remind the Council to begin thinking of your appointment, so that I can prepare the staff report for the first meeting in November as a consent item. I will need your appointee's name by November 1st.

This five member committee, plus the City Treasurer, will begin meeting in January 2013 and complete their task in three to five meetings. With prior committees, it has been helpful to have returning members of the Committee to provide a level of consistency and historical knowledge. Below is a listing of prior committees that may help you in reaching out.

Committee Members-2011	Committee Members-2010
Enid Joffe, Chair	Kevin Brennan, Chair
Pat Alcorn, Vice Chair	Larry David, Vice Chair
Tom Denison	Jeff Bohn
Amy Putnam	Tom Denison
Pat Simcock	Anna Laws
Richard Mays, City Treasurer	Richard Mays, Deputy City Treasurer
Committee Members-2009	
David Hinton, Chair	
John Crawford, Vice Chair	
George Enyedi, City Treasurer	
Mike Comer	
Denis Keegan	
Anna Laws	

COMMISSIONER APPLICATIONS

This is a new addition to the weekly City Manager's report. To get out information regarding the names of individuals who have applied for Commission vacancies, I will be including information in this weekly memo. Below is the list of current applicants:

Tree Commission
Gina Frierman-Hunt

<u>Library Board</u> Sophia Duran Barry Ziff

CITY ATTORNEY RFP's

This week, the City's notice that we were accepting proposals for City Attorney services appeared in the Daily Journal. As of today, I have received fifteen (15) requests for copies of the proposal. Here is a list of firms requesting proposals as of today:

Woodruff, Spradlin & Smart	Martin & Martin, LLP
Richards, Watson & Gershon	Burke, Williams & Sorensen, LLP
Vandeventer Black LLP	Lynberg & Watkins
The DeArmas Law Firm	Colantuono & Levin, PC
Kimbirk Law	Meyers Nave
Viterbo L. Valera, Esq.	Thomas Hrouda, Attorney at Law
Aleshire & Wynder, LLP	Randall A. Spencer, Attorney at Law
Graves & King LLP	

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.

9-Oct	Consent	TUP: Halloween Happenings
9-Oct	Consent	AT&T / T-Mobile agreement
9-Oct	Consent	Final Tract Map # 71607 Sierra Place Condos
9-Oct	Consent	Roof Repair Contract
9-Oct	Consent	Professional Services Agreement with Baker & Tayler
9-Oct	Consent	Warrants
9-Oct	Public Hearing	Citizens Oriented Policing (COPs) grant
9-Oct	Discussion	Evaluation of City Reorganization (Strategic Plan)
9-Oct	Discussion	COG Discussion (Harabedian)
9-Oct	Discussion	Resolution: Revised Commissioner Selection Process (Koerber)
9-Oct	Discussion	Strategic Plan Update
9-Oct	Discussion	Housing Element 2008-2014 Follow-up
9-Oct	Discussion	Update: Redline General Plan from GPSC (Strategic Plan)
9-Oct	Discussion	Public Facility Fees
9-Oct	Discussion	Ferguson Contract (Harabedian)
9-Oct	Discussion	TAC recommendation for tree ordinance
9-Oct	Discussion	Award of Bid: Transportation services
23-Oct	Consent	RFP Housing Element
23-Oct	Consent	One Carter/Stonegate Pedestrian Easement
23-Oct	Consent	Award of Bids for Janitorial and Grounds Maintenance
23-Oct	Consent	Approval of finance agreement for One Carter Storm Drain
23-Oct	Consent	Quarterly Financial Report and \$25,000 Contracts
23-Oct	Consent	Warrants
23-Oct	Public Hearing	Revised TUP Guidelines (tentative)
23-Oct	Discussion	Plan to enhance on-line services (Strategic Plan)
23-Oct	Discussion	186 W. Highland (Strategic Plan)
23-Oct	Discussion	Ordinance: City Council Succession Policy (Koerber)
23-Oct	Discussion	General Plan Land Use Alternatives/Buildout (Strategic Plan)
23-Oct	Discussion	Re-evaluation of City's Assessment Districts
23-Oct	Discussion	Water Meter Replacement Options
23-Oct	Discussion	Green Advisory Commission continued from 8/14/2012 meeting
24-Oct	Special	Strategic Plan Retreat
13-Nov	Consent	UUT Committee Appointments
13-Nov	Consent	Warrants
13-Nov	Discussion	Dapeer and Rosenblit rate increase (from 6/24 Council meeting)
13-Nov	Discussion	Building Inspection Services
13-Nov	Discussion	Discussion regarding contract for parking enforcement
13-Nov	Discussion	Green Advisory Commission Accords
13-Nov	Discussion	Park & Facility Master Plan

13-Nov Discussion

Record Retention Schedule Modification/E-mail Retention Schedule (Koerber)

COMMUNITY SERVICES

COMMUNITY SERVICES DEPARTMENT INTERACTIVE GUIDE

Department staff has been working on creative ideas to get information out to the community about our programs and activities. Below is the link to the new Community Services Department Interactive Guide, http://www.calameo.com/read/0016732133dd77b79dcd2 . Staff has been working with the City's website team to incorporate a link on the Community Services Department homepage, and also the Registration and Recreation website pages.

TRANSPORTATION

Staff continues to work on incorporating direction received from the last City Council meeting. Staff has been in contact with Los Angeles County Metropolitan Transportation Authority (LACMTA) program manager to inquire about the eligible uses of Proposition A and C funds in regards to expanding the City's Dial-A-Ride program to include services for both non-disabled and non-senior passengers. Staff was informed by LACMTA that cities have the option to choose either DAR E&D (dial a ride elder and disabled) or DAR GP (dial a ride general public). The option to choose which service to provide is not granted to cities that have a contract with a municipal operator or use incentive funds. Therefore the City of Sierra Madre has the option to choose either of the two services to provide to the community.

Staff is still working out the details for the report to the City Council, which is scheduled to return to the October 9th meeting.

COMMUNITY SERVICES COMMISSION

The Community Services Commission met on September 17, 2012. The Commission reviewed two fee waiver requests, one from the Sierra Madre Community Nursery School's Annual Auction scheduled for November 17th to use the Sierra Madre Room, another from the Sierra Madre Chamber of Commerce Dog Parade & Show for Saturday, November 3rd to use Sierra Vista Park. Both fee waivers were denied by the Commission due to not meeting the fee waiver policy criteria as outlined in the Public Parks & Recreation Centers Use Policy previously approved by the Commission and City Council. The Commission also provided input to the Parks and Facilities Master Plan Committee on the draft document. The Community Services Commission adjourned to their next meeting on Monday, October 15th at 6:30pm.

FIELD USE MEETING

A Fall Field Use meeting is scheduled for Tuesday, September 25th at 5:30pm. Community Services staff is working with Mike Winfrey from Musco Lighting to present information to the Youth Sports Group regarding a control link lighting system for Heasley Field. Other items on the agenda include distribution of 2012 spring Heasley Field light bills, updated paper work (board directories, schedules and insurance), and notification of Upper Campus residents of fall season; principals from Sierra Madre Upper and Lower Campus will be attending the meeting.

PARKS AND FACILITIES MASTER PLAN COMMITTEE

The Parks and Facilities Master Plan Committee met on September 18th. Items discussed included reviewing input from the Community Services Commission and preparation for upcoming public

meetings with various commissions. Below are the scheduled meeting dates to present the Parks and Facilities Master Plan draft to other Commissions and Committees prior to forwarding to the City Council:

Tuesday, October 2^{nd} – General Plan Steering Committee at 6pm - Pat Alcorn with assistance from Lynne Mallya

Thursday, October 4th – Senior Community Commission at 3pm - Amy Putnam with assistance from Pat Alcorn

Thursday, October 4th – Planning Commission at 7pm - Lynne Mallya with assistance from Pat Alcorn

Wednesday, October 10th - Parks and Facilities Master Plan Committee Meeting at 6pm

Monday, October 15th – Community Services Commission at 6:30pm – Final recommendation and forwarded to City Council – Entire Parks and Facilities Master Plan Committee

Tuesday, November 13th – City Council at6:30pm

COMMUNITY HEALTH FAIR

Staff held the final Committee meeting for the Sierra Madre Health Fair on Wednesday, September 19th. The Committee finalized the list of vendors, designated staffing responsibilities, and will make one more marketing push for the event. The vendors for the Health Fair include: L.A. County Departments of Health Services, Mental Health and Public Health, American Cancer Society, Red Cross, Kensington, Woman's Club, Hands 2 Health, Grandcare Health Services, Humana Health Services, Walgreens, Chamber of Commerce, Athens Services, Alcoholics Anonymous, DayOne, Disaster Preparedness and Senior Services Commission.

The Health Fair and Wellness in the Park is Saturday, September 22 from 9:00am-12:00pm. The event will provide health care based information for the senior population and highlights include: flu vaccinations, disaster preparedness kits, health insurance and other services. Support staff include the Senior Commission, Chamber of Commerce and L.A. County Nursing School students.

SENIORS

The Hart Park House hosted a Lunch and Learn program on Wednesday, September 19th. A representative of the Kensington Assisted Living Project, Billy Shields, provided an informational presentation to the seniors. Information included the scope of the project, Measure V and a question and answer session.

SENIOR COMMUNITY COMMISSION

Staff met with new Senior Community Commission Member Fran Garbaccio on Wednesday, September 19th. Staff provided Fran with the Senior Master Plan, past Senior Commission agenda packets and upcoming event information. The meeting was scheduled to bring Fran up to date on commission related items and provide answers to any questions. A meeting with the other new Senior Community Commission, Marilyn McKiernan, is scheduled for Thursday, September 20th.

PIO MEETING

Staff met with other PIO team members on Wednesday, September 19th. Recreation Supervisor Adam Matsumoto provided training on the use of Adobe Photoshop for editing pictures. In addition the

Recreation Supervisor will create flyer templates for each department a quick reference guide for Adobe InDesign.

HUMAN RESOURCES

PENSION REFORM

On September 12, 2012 the Governor signed AB 340: *The California Public Employees' Pension Reform Act of 2013 (PEPRA)* into law. This law will apply to any new member hired after January 1, 2013. "New Member" is defined as an employee who becomes a member of a public retirement system for the first time on or after January 1, 2013 and:

- 1. Was not a member of a public retirement system before January 1, 2012; or
- 2. Was a member of a public retirement system before January 1, 2012 that is not subject to reciprocity with CalPERS; or
- 3. Alternatively, anyone who was an active member of a retirement system, has a break in service of six months or more, and returns to active membership in the same system with a new employer.

New members will be subject to new retirement formulas; for miscellaneous employees the only formula available will be 2% @ 62, safety employees will receive 2.7% @ 57. New members will be required to pay 50% of the "normal cost". Amortization is not included in the normal cost, so it will not be a complete 50/50 split with the City. It is anticipated that the 50% of normal costs will be less than 8% for miscellaneous employees and 12% for safety employees. New members' final compensation will be calculated at the highest 36 consecutive month period and will be limited to \$132,120 (for 2012). There are also some changes to what is considered pensionable compensation under PEPRA – uniform allowances will no longer be included. Current and new members will no longer be able to purchase air time; however, the new law does not seem to affect other types of service credit purchases.

After 2018, the City would have the ability to impose that current members also pay 50% of the normal cost up to 8% for miscellaneous employees and 12% for safety employees.

We do not yet know the financial impact this will have on the City of Sierra Madre, although it is expected to be minimal in the immediate future. There are still a number of issues that need to be clarified by CalPERS; we will continue to bring more information to the City Council as it becomes available.

EMPLOYEE HEALTH FAIR

Open enrollment for employee benefits began on Monday, September 10th. Keenan, the City's benefit broker, hosted a Health Fair on Thursday, September 20th from 1:00-3:00pm in the Fire Department Bay. Employees were able to gather information and sign up for their benefits for 2013. Additionally a variety of health screenings were offered.

RECRUITMENT

Open Recruitments

• Part-time Paramedics II – Creating Job Posting

Closed Recruitments

- Community Services Part-time Senior Specialist Conditional Offer Letter Issued
- Fire
 - o Part-time Fire Engineer Conditional Offer Letters Being Drafted
 - o Part-time Paramedics Conditional Offer Letters issued to 8 Candidates
- Library
 - o Part-time Associate 12 Interviews scheduled for 9/27/12
 - o Part-time Library Page 2 Candidates going through background process
- Police
 - o Dispatcher 1 Candidate in background process
 - o Sergeant Only received one internal application; Opening recruitment to the public
 - o Part-time Cadet 12 interviews scheduled for 9/20/12
 - o Part-time Investigator Reviewing Applicants
- Public Works
 - O Street Maintenance Worker Issuing 1 Conditional Offer letter for a full-time position; Issuing 1 Conditional Offer Letter for a part-time position
 - Water Pump Operator Issuing 1 Condition Offer Letter for a full-time position; Issuing
 1 Conditional Offer Letter for a part-time position

LIBRARY SERVICES

EAGLE PROJECT AT LIBRARY

A new Free Book Bench has been added to the back of the library as the Eagle Project for Alex Tosh from Troop 103. Alex and members of his Eagle Project team constructed a new covered bench which is a much needed improvement for the library's discarded items. Our Friends group is delighted to have the larger, sturdier, bench in place. Alex is the son of David and Meegan Tosh (our local Children's Librarian!). Alex expects to receive his Eagle Award this fall. Thank you, Alex.

LIBRARY SERVER PROJECT

Our Library Server Relocation Project will begin October 9, 2012. What this means is that the server rack, now located in the library staff area, will be moved to the basement for more effective temperature control of the servers and easier access to the servers. Our Public Works Department will be conducting the work and will be using some of the parking in front of the library basement as a working area, which might block a few of the parking spaces. Our Friends group is happy that the project will be after their book sale which is October 5 and 6. Access to the library basement may by limited at times due to the construction.

EREADER PROGRAMS

Patrons are invited to the library to learn how to download free eBooks to an eReader device. The library owns is excited to show patrons how easy it really is to use and read an eBook! We are now offering device specific classes, see below:

Kindle – Saturday, September 22 at 10:00 am

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

DEARREADER-NEW BOOK ALERTS

The New Book Alerts went live on the library website on Wednesday, September 19, 2012. Patrons can browse library additions for the month as well as sign-up for monthly newsletters. From the library site,

patrons can see the book cover, read a summary and access our catalog to see if the title is available or place a reserve.

PUBLIC WORKS

MWD CONNECTION PROJECT DELAYED

The construction of the City's emergency water connection to the Metropolitan Water District has been scheduled to coincide with MWD's annual shutdown and emptying of the pipeline. That shutdown of the Foothill Feeder was scheduled for December of 2012. Public Works staff has been notified by MWD that the shutdown (and thus the construction of the Sierra Madre connection) has been delayed until roughly the third week in February 2013.

OPEN SPACE WORKSHOP

On Wednesday, September 19th, staff attended an Open Space Workshop in San Dimas hosted by the San Gabriel Valley Council of Governments. The Workshop was presented by members of the Rivers & Mountains Conservancy, The Sierra Club, and The Wilderness Society and addressed the current status of the National Park Service's San Gabriel Watershed and Mountains Special Resource Study.

The focus of the workshop was to promote support for "Alternate D", which will be presented to the US Department of the Interior as part of the National Parks Service's study. Alternate D may have a direct effect on the portion of the San Gabriel Mountains north of Sierra Madre. The map associated with Alternate D appears to show a proposed border that runs across the northernmost borders of Azusa, Bradbury, Monrovia, Arcadia, and Sierra Madre. The areas north of the border, as well as large mountainous areas to the east and the San Gabriel River Watershed, are being considered for addition to the National Parks Services.

The presentation demonstrated the potential opportunity for the National Parks Service to provide resources to address the need for enhancements to recreational areas in the San Gabriel Mountains and along the San Gabriel Watershed. Current challenges and potential enhancements were specifically discussed for the Azusa Canyon areas, but a number of other examples were presented.

There were a number of topics and concerns that were brought up at the workshop by a variety of city, political entities, and non-governmental agencies. The presenters answered many of the questions by referring to page 164 of the Draft study (attached). The presenters used this section of the study to attempt to address concerns that the addition of the areas to the National Parks System would threaten water rights, hinder current National Forest Service management efforts, invoke eminent domain or private property acquisition, or affect local land use authority.

However, staff did feel that it is important that the topic of imposing new fees for use of the areas was not refuted by the presenters, and was identified as a potential future revenue generation for this specific National Park.

Staff has indicated that a little time will be needed to review the specifics in the report to ascertain its actual potential effects on Sierra Madre. The documents are a few hundred pages, and inquires may be needed to have a clearer picture of possible future discussions. Staff will report back next week with the progress.

FIRE DEPARTMENT

AMBULANCE OUT-OF-SERVICE

From Saturday, September 15 to Wednesday the 19th, both of our ambulances were out with mechanical repairs. As a result, we had been using Schaffer for our patient transport, with our paramedics riding in the Utility vehicle. As of yesterday afternoon, one ambulance is back in service.

Attachments (1)

Items Common to All Action Alternatives

A Partnership Approach

The National Park Service recognizes that many other public agencies, private conservation organizations, and individuals successfully manage important natural and cultural resources and recreational opportunities within the study area. The NPS applauds these accomplishments and actively encourages the expansion of conservation activities by state, local, and private entities and by other federal agencies. The alternatives presented retain current management and build on existing efforts by suggesting new partnerships, funding sources, and technical assistance opportunities.

U.S. Forest Service Management

U.S. Forest Service management and ownership of existing Angeles National Forest lands would be maintained in all of the alternatives. U.S. Forest Service policies would continue to be applied to management of these lands.

National Recreation Area (NRA)

Each of the three action alternatives proposes a national recreation area designation to increase the capacity to protect significant resources and to provide improved recreational opportunities for the region. Two of the national recreation area alternatives would include the establishment of a national park unit to be managed in partnership with existing agencies. The other would be a U.S. Forest Service national recreation area designation applied to existing Angeles National Forest lands. The NPS would have no role in that alternative (alternative A).

Retention of Local Land Use and Existing Regulatory Authorities

The designation of a NPS national recreation area would not establish additional regulatory or land use authorities over local governments. The NPS is not a regulatory agency. NPS land management policies and regulations would only apply to lands that the NPS acquires. The NPS would only consider acquiring land on a limited basis from willing sellers.

All of the alternatives would respect existing general plans and local zoning, as well as state and local laws and policies for lands that are not federally owned.

Protection of Water Supply, Flood Protection, and Sanitation Infrastructure Facilities and Functions

The Los Angeles metropolitan region has highly complex systems of public infrastructure to transport and store local and regional water supplies. In addition, numerous facilities are necessary to treat wastewater and manage solid waste. No alternative presented would change existing water rights, water supply operations, water treatment operations, flood protection efforts, or other agency functions necessary to maintaining public infrastructure essential for public health and safety.

All of the proposed alternatives would retain existing and future water rights. Management of water supply and treatment plants would continue under current authorities. The NRA designation would not entail any new or future beneficial uses or requirements for water supply, water quality, or air quality regulations.

This study recommends that any resulting legislation ensure that existing sanitation facilities and operations such as landfills and water treatment plants, would continue to be operated and regulated by existing agencies and would not be affected by the NRA designation.

Private Property Rights

Any legislation proposed to implement this study should specify that eminent domain would not be used for land acquisition within the NRA. The NPS would only consider acquiring land on a limited basis from willing sellers. Designation would not impact local land use authority over lands not owned by the NPS

Fire Protection

Fire protection would remain the responsibility of existing federal, state, and local agencies (Los Angeles County, U.S. Forest Service, California Department of Forestry and Fire Protection). The NRA partnership could work together to take a pro-active approach to coordinated resource management to reduce catastrophic fires.