


Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager 

Date: December 7, 2012

Subject: City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- Saturday, December 8 - Sierra Madre Fire Department Holiday Ball at O'Malley Hall
- Wednesday, January 9 - State of the City Address at the Sierra Madre Woman's Club
- Tuesday, February 5 – Joint City Council and PUSD meeting
- Sunday, February 17 – Friends of the Library Annual Wine and Cuisine Tasting event

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, December 11 – City Council meeting 6:30 pm
- Wednesday, December 12 – Special Library Board of Trustees 7:00 pm

PROP 218 BALLOTS RECEIVED

The Public Hearing for the "Clean Water, Clean Beaches Measure" is scheduled for Tuesday, January 15, 2013, 9:30am, in the Board of Supervisors Hearing Room at the Kenneth Hahn Hall of Administration. The reason this is important is because the City, along with all Los Angeles County property owners have been mailed Proposition 218 protest ballots.

Along with other LA County property owners, the City received its Prop 218 protest ballots this week. We received 74 individual ballots, one for each city-owned parcel. (For reasons unknown, the City did not receive a ballot for the Richardson House/Lizzies parcel.) The total assessment for the City as taken from the ballots is \$16,919. In order for the City Council to decide upon whether or not to protest the measure, this item will be placed on the January 8th City Council Agenda. The Council will be able to provide direction regarding whether or not to sign the Protest Forms and return them.

CITY ATTORNEY RFP'S

As of today, I have received forty-six (46) requests for copies of the City Attorney Services proposal. (No, new requests were received this week.) Below is a list of firms requesting proposals as of December 7th. Proposal submittals are due December 10, 2012. As of 3:00 pm today, three firms have submitted proposals.

Woodruff, Spradlin & Smart Richards, Watson & Gershon Vandeventer Black LLP The DeArmas Law Firm Kimbirk Law Viterbo L. Valera, Esq. Aleshire & Wynder, LLP Graves & King LLP Martin & Martin, LLP Burke, Williams & Sorensen, LLP Lynberg & Watkins Colantuono & Levin, PC Meyers Nave Thomas Hrouda, Attorney at Law Randall A. Spencer, Attorney at Law Anthony Cartee, ALC Lynne Rasmussen, Esq. Ernster Law Offices, P.C Olivarez Madruga Suzanne Felkner, Esq. Wesierski & Zurek LLP Chad T-W Pratt & Associates, Inc Law Offices of Eric S. Oto	Veris LLP Gutierrez, Fierro & Erickson Radhika Sood, Esq. Randolph Hom, Esq. McNamara & Associates Vanderford & Ruiz, LLP Best Best & Krieger LLP Green, de Bortnowsky & Quintanilla, LLP DL White Law Group Collins Collins Muir & Stewart, LLP Jones & Mayer Kane, Ballmer & Berkman Lewis Brisbois Bisgaard & Smith LLP Law Office of Martin D. Koczanowicz Leibold McClendon & Mann, P.C. Cavanaugh Law Group Wallin, Kress, Reisman & Kranitz, LLP Cota, Cole LLP Aguirre, Morris & Severson LLP Hurrell Cantrall LLP Rutan & Tucker, LLP McDougal, Love, Eckis, Boehmer & Foley Ross & Casso
--	--

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.

- 8-Jan Consent Final Tract Map # 71607 Sierra Place Condos
- 8-Jan Consent Warrants
- 8-Jan Consent City Electricity Report (Koerber)
- 8-Jan Discussion Business Survey (Strategic Plan)
- 8-Jan Discussion Options for combining Commissions (Strategic Plan)
- 8-Jan Discussion Update: Strategic Plan
- 8-Jan Discussion Request for Proposal for Public Safety Master Plan

8-Jan	Discussion	Re-evaluation of City's Assessment Districts
8-Jan	Discussion	State of City Infrastructure (Continued from 9/25/12 and 10/9/12)
8-Jan	Discussion	Revenue Discussion (variances, CUP, tree, tobacco, events)
8-Jan	Discussion	City Audit
22-Jan	Consent	Approval of City Manager to authorize Gasoline Purchases
22-Jan	Consent	Warrants
22-Jan	Hearing	Temporary Use Permit/Special Event Permit Fees
22-Jan	Discussion	Update: 186 W. Highland (Strategic Plan)
22-Jan	Discussion	Results of Community Budget Survey (Strategic Plan)
22-Jan	Consent	RFP Housing Element
22-Jan	Discussion	Water Rate Study
22-Jan	Discussion	Water Meter Replacement Options
22-Jan	Discussion	Plan to Arrest the Decline of E. Raymond Basin Water Level (Strategic Plan)
22-Jan	Discussion	Successor Agency ROPS Update (Koerber)
22-Jan	Discussion	Record Retention Schedule Modification/E-mail Retention Schedule (Koerber)
22-Jan	Discussion	Options for Financial Support for Water Fund (Strategic Plan)
5-Feb	Special	Joint meeting with Pasadena Unified School District - 6:30 pm
12-Feb	Consent	Warrants
12-Feb	Discussion	Status Update: Strategic Plan
12-Feb	Discussion	Status Update: Draft General Plan from GPSC (Strategic Plan)
12-Feb	Discussion	Smoke-Free Multi Family Housing (Moran)
12-Feb	Discussion	General Plan Land Use Alternatives/Build Out (Strategic Plan)
12-Feb	Discussion	Discussion regarding contract for parking enforcement
12-Feb	Discussion	Discussion regarding contracting out dispatch services
12-Feb	Discussion	Status Update: Ferguson Group
26-Feb	Consent	Warrants
26-Feb	Discussion	Plan to enhance on-line services (Strategic Plan)
26-Feb	Discussion	Dutyman House Rental for Workforce Housing (Capoccia)
26-Feb	Discussion	Green Advisory Committee commitments and goals
26-Feb	Discussion	Status Update: Market Demand Study (Strategic Plan)
26-Feb	Discussion	Public Facility Fees

COMMUNITY SERVICES

SMTV3 COMMITTEE MEETING

The SMTV3 Committee met on December 5th at the Youth Activity Center. Community Media of the Foothills (CMF) gave a comprehensive presentation for the Committee on the possible direction of programming for the City's educational channel. CMF outlined the different types of content that could be added to the education channel to create a more robust schedule. This includes existing educational programs produced by LA County and other organizations and reaching out to local groups to create more Sierra Madre specific content.

HALLOWEEN WINDOW PAINTING CONTEST

The Sierra Madre Civic Club may be interested in completely sponsoring and staffing next year's Halloween Window Painting Contest. This was in response to their concern over the implementation of a participation fee for this year's event. Staff created an event outline of the Window Painting Contest that includes a timeline of planning and implementation and attachments of various documents including registration forms, flyers, press releases and sponsor letters. Staff provided this information to Civic Club President Colleen McKernan, who will present the information at their December general meeting.

MOUNT WILSON TRAIL RACE

The 2013 Mount Wilson Trail Race Committee had several great discussions and shared new ideas at their first Committee meeting. Increasing the entry fee was discussed in detail. In addition, the Committee discussed fundraising and sponsorship ideas to benefit the Fletcher Fund; confirmed sponsors already onboard for 2013; and reviewed the planning timeline as well as additional activities being offered for the 2013 race.

With the discussion of securing a title sponsor, the sponsorship packet was discussed and Committee Members were asked to provide feedback on the appropriateness of the sponsorship levels. Many Committee Members voiced their effort to gain more sponsors. Also shared at the meeting were previous race medals to spark ideas for the new design which would cover the next couple years.

Finally, past souvenirs were shared and the committee brought up the option of taking pre-orders. Once again online and in person registration will be the only forms of registration for this year's race which is expected to sell out in a day. The next committee meeting will be held Tuesday, January 8, 2013 at 6:30 pm.

SENIORS

The Senior Community Commission met on December 6th for their regular meeting and focused on the 2013 calendar and what new programs/activities they wanted to schedule as well as looking at dates for their annual events such as the June yard sale.

The December excursion to the California Science Center on the 14th to see the special Cleopatra exhibit and IMAX Experience currently has low enrollment so it may be canceled. Staff has met to plan the trips for 2013 – some will be new, such as visting the Endeavor space shuttle & USS Iowa and others will return (by request) like the Palm Springs Follies and Big Bear Oktoberfest. The December Senior Moments was mailed & e-mailed on December 3rd to over 140 seniors, posted on the City's website and copies are available at City Hall, the Library, Recreation Center & Hart Park House.

The classic movie for December 12th will be the holiday favorite, *White Christmas* and on December 26th the musical theme will be continued with the showing of *Mamma Mia*.

On December 7th the Senior Lunch Program & Senior Club hosted a small Celebration of Life for Loyal Camacho. Those in attendance enjoyed a dessert & coffee reception following lunch and special speakers that included her son who lives in Hawaii.

New for December will be a local licensed physical therapist who will volunteer her time on the 17th to give seniors free basic physical therapy consultations as well as some helpful tips to staying mobile.

BLOOD DRIVE

The Community Blood Drive will take place on December 20th; 12 noon to 6 pm at the Recreation Center. So far the community response is slow with 5 appointments, but ongoing promotion is taking place via staff e-mails, eBlasts, Coordinating Council and posting of flyers in the city's public facilities and around town. Information is also been given to St. Rita & Ascension Church, and information also appeared in the Mt. View News.

COORDINATING COUNCIL

The December 6th meeting was hosted by the Rose Float Association, in the float barn. The Association gave a presentation about construction of the float. Their upcoming decorating week is scheduled to start December 26th. A sign-up for 2013 presentations was available and the eNewsletter, which included a calendar of events and highlights of December activities, went out after the meeting.

DEVELOPMENT SERVICES

UPDATE ON HOUSING ELEMENT – 2ND UNIT AMNESTY

As you are aware, staff has begun implementation of the Housing Element objectives, and in particular, the second unit amnesty program for existing, non-permitted second units. Applications will be accepted up to April 13, 2013, and staff is already processing two applications and we continue to work with other prospective applicants. The revisions to the current second unit ordinance for the construction of new second units will be scheduled for public hearing at the December 20th Planning Commission meeting.

12/6 PLANNING COMMISSION MEETING

At its December 6th meeting, the Planning Commission action on the following items: 1) Approved a request to modify the CUP to allow façade changes to the building at 138-140 Sierra Madre Blvd. (former Steamer's); and 2) approved a CUP and recommended approval of The British Home Specific Plan and associated Municipal Code Text Amendment (MCTA) to allow a building addition of 754 square feet to Armstrong Hall, and demolition of an existing home and construction of a new 3,591 square foot, 8-bedroom residential building at 676 Ramona Avenue to add to The British Home site.

The British Home Specific Plan and MCTA will be scheduled for a future City Council meeting for consideration. It is important to note that the decision of CUP by the Planning Commission is final, unless called for review upon written request of two members of the City Council, within 10 days after the Planning Commission's action (by no later than December 17). If called by for review, it would allow all of the entitlements to come before the City Council for its consideration at a future date.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Police Dispatcher – Closes 01/03/2013
- Police Sergeant – Closes 01/03/2013
- Police Admin Clerk – Closes 01/03/2013

- Police Officer – 01/03/2013
- Police Cadet – Closes 01/02/2013

Closed Recruitments

- Part-time Administrative Clerk shared by the Public Safety Departments
- Part-time Senior Program Specialist – Accepting Applications through November 9, 2012
- Volunteer Firefighter – Accepting Applications through November 11, 2012
- Recreation Supervisor – Tentative start date 12/21/2012
- Part-time Paramedics II – Applications under review
- Police
 - Sergeant – Reposting
 - Part-time Cadet – Background Review
 - Part-time Investigator – Second interviews pending

CALPERS PENSION REFORM ACT

Last week a memo went out to all CalPERS members regarding the CalPERS Pension Reform Act of 2013 – AB 340. We will be scheduling times to meet with departments during their staff meetings to answer any employee questions.

LIBRARY SERVICES

LIBRARY BOARD OF TRUSTEES MEETING DATE CHANGES

Please note the meeting dates below:

Special Meeting: Wednesday, December 12, 2012 at 7 pm – Council Chambers

Cancel Meeting: Wednesday, December 26, 2012 at 7 pm

UPCOMING CLASSES

Call (626)355-7186 to reserve a spot!

- Ancestsry.com, Saturday, December 8, 10:00 am
- iPad eReade class, Saturday, December 15, 10:00 am

HOLIDAY HOURS

Library will open:

- Christmas Eve, 12/24/12 from 10-2. Children are invited to come to the library and make “mini rose floats”.
- New Year’s Eve, 12/31/12 from 10-2. Children are invited to come to the library and make New Year’s Eve hats!

FRIENDS WINE TASTING EVENT

The Friends have scheduled their annual Wine Tasting Event for Sunday, February 17 in the afternoon and will be held at Alverno High School. Proceeds from the event benefit the library. Ticket sales will be coming soon and will be available at the library and other locations in town.

MEETING WITH SENATOR CAROL LIU

Along with other Library Director's in the 21st Senate District, Director Thomas attended a Roundtable with Carol Liu and Acting State Librarian Gerry McGinnity to discuss the State Budget for Libraries and ideas for future legislation. Discussion included telling the story of our local public library, the many services we provide and to start "stepping up our game" to respond to our communities. Ideas for legislation included funding the State Library which oversees all public libraries in the state, addressing bandwidth and connection issues statewide, to maintain resource sharing with local libraries and reduce redundancy. We are encouraged to focus on our unique value in each community. There is currently no funding for local assistance and last year all Public Library Funding and Transaction Based Reimbursements were eliminated. The State Librarian noticed all that there is some funding available through "Pitch An Idea" grants and the deadline is December 14, 2012. SMPL is applying for this grant focusing on providing more access to our local history collections and resources via a digital storyboard.

POLICE DEPARTMENT

PASADENA SPCA & HUMANE SOCIETY RABIES CLINIC

On Thursday evening, the Pasadena Humane Society conducted a pet vaccination clinic and also offered dog licensing. At the end of the evening one hundred and thirty (130) total animals were vaccinated. The breakdown is below:

Vaccinations
85 dogs
45 cats
130 total animals

Dog Licenses
Sierra Madre: 12 new licenses
Arcadia: 2 new licenses, 2 renewals
San Marino: 2 renewals
South Pasadena: 1 new license

Per the Humane Society, the City's numbers were in-line with clinics in other cities. They considered this a successful event and staff will make sure events are held in the future.

HUMANE SOCIETY

Please see the attached report for November 2012

PUBLIC WORKS

ANOTHER LEAK REPAIRED

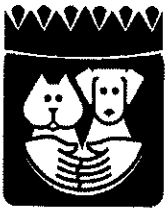
Normally, we don't report Water Department leak repairs, as leaks in service laterals are not that unusual and are generally dealt with quickly and with minimum impact on the surrounding neighborhoods. However, when we see a break in a major water main, there are generally more widespread impacts on the community, significant damage to the roadway surface, and greater expense to the Department. Tuesday afternoon another such leak appeared in the 8 inch water main in South Mountain Trail. The hole in the bottom of the pipe was roughly the size of a silver dollar, yet the pressure of the water in the main, and the volume of water lost caused the pavement of the street to be lifted and undermined. The condition of the surrounding pipe and valve was such that it had to be cut out and removed. Repairs to the pipeline were not completed until

Wednesday evening. Water service was out for portions of South Baldwin Avenue, South Mountain Trail, San Gabriel Court and all of Lowell Avenue for most of the day Wednesday as the system had to be shut off and drained of water to make the repair.



The photograph shows the valve and a portion of the pipe that was removed Wednesday. The pipe of course is a total loss, but Water Department will disassemble the valve and salvage all usable parts for use in rebuilding other old valves.

Attachments (1)



pasadena humane society & spca
compassion and care for all animals

Animal Control
11/1/2012 to 11/30/2012
SIERRA MAD

Field Officer Statistics
 11/1/2012 to 11/30/2012
 SIERRA MAD

	ASST	DEAD	INV	LICEN	PATRO	RESCU	STRAY	TRANS	UNLOA	WILD	TOTAL
	0	0	0	0	23	0	0	0	0	0	23
ANIM	0	0	0	0	0	0	0	1	6	0	7
BFLV	0	0	1	0	0	0	0	0	0	0	1
CANV	0	0	0	201	0	0	0	0	0	0	201
CON	0	0	0	0	0	0	1	0	0	0	1
INJ	0	0	0	0	0	0	1	0	0	4	5
MUN	0	0	2	0	0	0	0	0	0	0	2
OTHE	0	0	0	0	0	1	0	0	0	0	1
PHS	1	0	0	0	0	0	0	0	0	0	1
PUBL	2	0	0	0	0	0	0	0	0	0	2
RELC	0	0	0	0	0	0	0	1	0	0	1
ROA	0	0	0	0	0	0	5	0	0	2	7
TRAF	0	0	0	0	0	0	0	0	0	3	3
WILD	0	10	0	0	0	0	0	0	0	0	10
TOTA	3	10	3	201	23	1	7	2	6	9	265

Impounded Animal Report
is between 11/1/2012 and 11/30/2012
SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD		2	1	3
CAT		1	0	1
DOG		4	1	5
MAMMAL	COYOTE	0	1	1
	RACCOON	3	1	4
RODENT	SQUIRREL	1	4	5
TOTAL		11	8	19

Wildlife Impounded Animal Report for All Cities

11/1/2012 to 11/30/2012

SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD	CROW	0	1	1
	HAWK	1	0	1
	WOODPECKER	1	0	1
	Total	2	1	3
MAMMAL	COYOTE	0	1	1
	RACCOON	3	1	4
	Total	3	2	5
RODENT	SQUIRREL	1	4	5
	Total	1	4	5
TOTAL		6	7	13

Live Animal Intake Reason Report

11/1/2012 to 11/30/2012

SIERRA MAD

		OWNE	REQ	RTRN	STRAY	WILD	WILD	TOTAL
BIRD		0	0	0	0	2	0	2
CAT		0	0	0	1	0	0	1
DOG		1	1	1	1	0	0	4
MAMMA	RACCO	0	0	0	0	0	3	3
RODENT	SQUIRR	0	0	0	0	1	0	1
TOTAL		1	1	1	2	3	3	11

Euthanasia Reason Report

11/1/2012 to 11/30/2012

SIERRA MAD

		EUTH			TOTAL
		NA BEHA	NA INJUR	Total	
DOG		2	0	2	2
RODENT	SQUIRREL	0	1	1	1
TOTAL		2	1	3	3

Animals Euthanized for Space: 0

Owner Requested Euthanasia Reason Report

11/1/2012 to 11/30/2012

SIERRA MAD

	REQ EUTH		TOTAL
	NA INJUR	Total	
DOG	1	1	1
TOTAL	1	1	1

Animal Outcome Report

11/1/2012 to 11/30/2012

SIERRA MAD

		DIED	EUTH	RELEASE	REQ EUTH	RTO	TRANSFER	TOTAL
BIRD		1	0	0	0	0	1	2
	Total	1	0	0	0	0	1	2
DOG		0	2	0	1	1	0	4
	Total	0	2	0	1	1	0	4
MAMMAL	RACCO	0	0	3	0	0	0	3
	Total	0	0	3	0	0	0	3
RODENT	SQUIR	0	1	0	0	0	0	1
	Total	0	1	0	0	0	0	1
TOTAL		1	3	3	1	1	1	10

**Animals Still Here at End of Month
as of 11/30/2012
SIERRA MAD**

	ACTIVE
CAT	1
TOTAL	1

RTO List for SIERRA MAD
During from 11/1/2012 to 11/30/2012

SIERRA MAD

DATE OUT	TYPE	AID #	RECPT #	PRICE	PID #	NAME (FIRST LAST)	STREET	CITY, STATE ZIP
11/9/12	DOG STRAY	A317880	R12-112204	40.00	P259491	EYAD SHALABI	2849 S TENTH AVE	ARCADIA, CA 91006

Impound Fee Totals for SIERRA MAD = \$40.00

Impound Fee Totals for SIERRA MAD = \$40.00