


Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager 

Date: January 18, 2013

Subject: City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- Tuesday, February 5 – Joint City Council and PUSD meeting
- Sunday, February 17 – Friends of the Library Annual Wine and Cuisine Tasting event
- Tuesday, February 19 – Mayor's State of the City Address – Sierra Madre Room 6:30 pm

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, January 22 – City Council 6:30 pm
- Wednesday, January 23 – Special City Council 5:00 pm (Interview City Attorney firms)
- Wednesday, January 23 – Library Board of Trustees 7:00 pm
- Thursday, January 24 – Green Advisory Committee 7:00 pm

HOLIDAY

Just a reminder that non-Public Safety facilities, including City Hall will be closed on Monday, January 21st, for the Martin Luther King Jr. holiday.

DEMOLITION PERMIT FOR FORMER SKILLED NURSING FACILITY BUILDINGS

A notice was sent out to the City Council and all Commissions regarding the receipt of an application for a demolition permit for demolition of the skilled nursing facility building and the associated accessory building (located at the rear of the site). The City's municipal code requires that not only the Council, but that each member of the City's Commissions be notified of the receipt of the application.

The Municipal Code requires that a demolition permit cannot be issued for a period of 30 days after receipt of the application. The Fountain Square Development is currently working with the City on the mitigation requirements for the safe demolition of the buildings.

UPDATE ON L.A. COUNTY'S CLEAN WATER CLEAN BEACHES MEASURE

As you are aware, the Board of Supervisors conducted the hearing on the Clean Water, Clean Beaches Measure on Tuesday, January 15th. Please see page 7 for an update from Public Works.

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.

5-Feb	Special	Joint meeting with Pasadena Unified School District - 6:30 pm
12-Feb	Presentation	Donation of Plaque for Hart Park House by SMHPS President Amy Putnam
12-Feb	Consent	Award of Construction Contract for MWD Connection project
12-Feb	Consent	Final Tract Map # 71607 Sierra Place Condos
12-Feb	Consent	Second Quarterly Financial Report
12-Feb	Consent	Warrants
12-Feb	Public Hearing	Revenue Discussion (variances, CUP, tree, tobacco, special events)
12-Feb	Discussion	Smoke-Free Multi Family Housing (Moran)
12-Feb	Discussion	Award of Bid for Legal Services
12-Feb	Discussion	Status Update: 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	Presentation	Winners of "I Love My Library" Essay Contest
26-Feb	Consent	RFP Housing Element
26-Feb	Consent	Warrants
26-Feb	Discussion	Update: 186 W. Highland (Strategic Plan)
26-Feb	Discussion	Business Survey (Strategic Plan)
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
26-Feb	Discussion	Successor Agency ROPS Update/DDR/Audit (Koerber)
26-Feb	Discussion	City Audit and Discussion of Unrestricted General Fund Balance
12-Mar	Presentation	Introduction of new SGV COG Director
12-Mar	Consent	Warrants
12-Mar	Discussion	Plan to enhance on-line services (Strategic Plan)
12-Mar	Discussion	Status Update: Strategic Plan
12-Mar	Discussion	Consideration of Green Advisory Committee to become Commission

12-Mar	Discussion	Public Safety Annual Report
12-Mar	Discussion	Re-evaluation of City's Assessment Districts
12-Mar	Discussion	IT Master Plan (Strategic Plan)
26-Mar	Consent	Warrants
26-Mar	Discussion	Status Update: Draft General Plan from GPSC (Strategic Plan)
26-Mar	Discussion	General Plan Land Use Alternatives/Build Out (Strategic Plan)
26-Mar	Discussion	Direction with development of Tree Master Plan (Strategic Plan)
26-Mar	Discussion	Status Update: Street Maintenance/Replacement Projects (Strategic Plan)
26-Mar	Discussion	Direction with development of Tree Master Plan (Strategic Plan)
26-Mar	Discussion	Plan to secure additional water supply (Strategic Plan)
26-Mar	Discussion	Marketing Campaign defining Sierra Madre as a destination (Strategic Plan)

COMMUNITY SERVICES

FIELD USE MEETING

The Spring Field Use meeting is scheduled for Tuesday, January 29 at 5:30pm. The meeting brings together the Board Presidents of Sierra Madre Little League, Sierra Madre Girls Softball Association and Sierra Madre Pony. The meeting agenda covers: fall light billing, liability insurance, an update on Board contacts, the TUP process, and facility attendant training.

HALLOWEEN WINDOW PAINTING

The Sierra Madre Civic Club confirmed at their January meeting they would like to volunteer and assume responsibility for the Halloween Window Painting Contest. Since this is a smaller event, the Civic Club will be able to fully take over this program. Staff will provide information and support prior to the 2013 event in order to provide a smooth transition from the City to the Civic Club.

WATERWORKS AQUATICS

The next Community Advisory Board meeting hosted by Waterworks Aquatics is scheduled for Thursday, January 24 at 9:00am. Board members will meet by video conference to discuss the spring aquatics schedule. In addition Waterworks will update the Board on new programs and services.

Waterworks Aquatics has requested the use of lease funds for installation of handicap accessible lifts at the Aquatic Center. The lifts are required by law to provide handicap access at the facility. Waterworks aquatics submitted a request for use of lease funds to cover the cost of lifts and installation.

SENIOR SERVICES

Commissioner Jerneycic will be attending the Pasadena Senior Center's Health Faire this Friday, January 18th from 9:00-11:00 am to recruit possible vendors and/or a main sponsor for the fall Wellness in the Park event.

The Senior Center has run out of *File of Life* Packets. Staff has ordered new envelopes and anticipates having them ready by the end of the month.

FOURTH OF JULY

So far seven committee members are confirmed for the 2013 committee including five returning members and two new members. A review of committee responsibilities and delegation of duties is being conducted. An update on the Chair and committee breakdown will be given tomorrow at the Community Services Department

meeting. The committee is looking for more members. If you are interested please contact Community Services at 626 355-5278.

DEVELOPMENT SERVICES

PLANNING COMMISSION MEETING

At the January 18th Planning Commission meeting, the Commission took action on the following items: 1) Recommended approval of a Code text amendment establishing requirements for massage businesses, which would allow a three year period from the ordinance adoption date to permit massage businesses, who have been operating in the City in good standing for the last three years, to comply with State licensing requirements, and exempt reflexology practice from the State massage licensing requirements; and 2) Approved the Covenants, Codes, and Restrictions (CC&Rs) for the approved 5-unit condominium project at the S/W corner of Sierra Madre Blvd. and Sierra Place.

PROPOSED AMENDMENTS TO R-1 (SINGLE-FAMILY RESIDENTIAL) ZONING DEVELOPMENT STANDARDS

The Planning Commission will be holding a public hearing to consider amendments to the R-1 Single Family Residential Zoning Ordinance regarding various definitions (attic, habitable attic space, bedroom, driveway, gross and net floor area, flag lot, and front lot line), permitted uses, floor area calculation, setbacks, building floor area calculation, height, and parking, among others. The Commission is also considering amendments to the Parking Ordinance regarding parking requirements, tandem parking, and pavement of parking areas associated with single-family residential uses. Information regarding the draft amendments is available on the Development Services page on the City's website at www.cityofsierramadre.com, at the Development Services counter, and at the Library.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Library – Part-time Library Technician I

Closed Recruitments

- Volunteer Firefighter – 30 Interviews scheduled for January 16 & 17
- Part-time Paramedics II – 16 Interviews scheduled for January 18
- Public Safety Part-time Administrative Clerk – Interviews January 10
- Public Works Water Pump Operator – 2nd Interviews pending
- Police
 - Part-time Investigator – Background Investigation
 - Part-time Cadet – Top 3 scheduling Chief's Oral Interviews
 - Sergeant – 5-part testing completed, waiting for results of written test
 - Police Officer – Testing completed, 15 interviews scheduled
 - Dispatcher – Interviews scheduled for January 23rd

Pending Recruitments

- Fire Department – Part Time Engineer II
- Public Works – Part Time Intern
- Community Services – Part Time Events Specialist
- Police Department – Full Time Captain (pending budget approval for July 1, 2013)

EMPLOYEE ENEWSLETTER

The quarterly eNewsletter was emailed to all employees this week. Topics included welcoming new employees hired in the last quarter, congratulating employees who had been promoted, and reminding employees of the Employee Recognition Luncheon.

CLAIMS

Workers Compensation:

- Trip and fall – no claim filed; documented and submitted to York
- Poison Oak – employee treated and discharge, no claim filed; documented and submitted to York

Liability:

- No new claims filed
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SAFETY COMMITTEE

The Safety Committee met for the first time in 2013. New members were given instruction on how to complete the quarterly inspection report. The Committee reviewed the LossCap report from the CJPIA – each member is reviewing what needs to be completed in their corresponding department before the next Risk Management Evaluation. The next meeting will be on January 9th

MUNICIPAL VOLUNTEER PROGRAM

With all the changes in 2012, the Municipal Volunteer Program (MVP) did not kick off as intended. Staff has scheduled a meeting next week with De Alcorn, the Secretary of Service and Volunteering, to reenergize this project and get it kicked off.

LIBRARY SERVICES

I LOVE MY LIBRARY ESSAY/DRAWING CONTEST

Cash prizes await some talented children who enter the I Love My Library drawing and essay contest. Children in grades K – 2 can create a drawing showing how they love the Library. Those in grades 3-8 can write an essay telling why they love the Library. The contest began January 7 and entries are due by January 31, 2013 at the Sierra Madre Public Library.

Entry forms are available at the library and on the Library homepage
www.cityofsierramadre.com/departments/library.

UPCOMING CLASSES – CALL (626)355-7186 TO RESERVE A SPOT!

- Picture Book Apps for Toddlers – Tuesday, January 29, 10:00 am
- Teen eReader Workshop – Wednesday, January 30, 4:00 pm

ONE BOOK ONE CITY PROGRAMS BEGIN IN FEBRUARY

Unbroken by Laura Hillenbrand, is the City's 2013 One Book One City selection this February and a month of exciting free programs with a World War II theme are being planned at the Library. Please join us for the book discussions and other programs. Events are posted on the Library's Homepage.

FRIENDS WINE TASTING EVENT

The Friends have scheduled their annual Wine Tasting Event for Sunday, February 17 from 2:00 – 5:00 pm at Alverno, Villa del Sol d'Oro. Proceeds from the event benefit the library. Tickets are \$60 each and are available at the library and other locations in town.

POLICE DEPARTMENT

THE IMPORTANCE OF CALLING 9-1-1

The City of Sierra Madre and neighboring communities are experiencing an increase in burglaries and other property crimes which is likely attributed to the California's corrections realignment plan, one of the most significant changes to California's criminal justice system in decades. We would like to remind everyone to remain vigilant and to immediately call 9-1-1 to report any crimes in progress.

Please call 9-1-1 to report any police, fire, or medical emergency, including:

- Crimes in progress or crimes that have just occurred
- Suspicious activity or behavior
- Fights or domestic violence
- Suicide attempts
- Building fires, brush fires, trash fires, or any other fires
- Traffic accidents
- Any medical emergency for which immediate care is needed
- Vicious animals – but not a bear walking through the neighborhood or yard

Please do not call 9-1-1 to report any non-emergency problems or to ask questions; instead, please call the Police Department's non-emergency line at 626.355.1414.

When you call 9-1-1, a Sierra Madre Dispatcher will answer your call and request information about your emergency, including:

- Your exact location, or as much information about your location as possible
- The nature of the emergency (someone has a gun, the house is on fire, a neighbor collapsed, etc.)
- How many people are injured, if any?
- Names and descriptions of the people involved in the emergency or situation
- Any conditions which could make the situation unsafe for responding personnel or bystanders (weapons, gas leaks, disabled vehicles, animals, etc.)

Stay on the line until the dispatcher hangs up. You may be able to provide the dispatcher with additional information as emergency personnel respond, or the dispatcher may be able to provide you with emergency instructions.

PUBLIC WORKS

UPDATE ON L.A. COUNTY'S CLEAN WATER CLEAN BEACHES MEASURE

On Tuesday, January 15th, the Los Angeles County Board of Supervisors conducted a public hearing on the proposed "Clean Water Clean Beaches" measure. At the conclusion of the meeting, the Board of Supervisors voted 3-2 to extend the public hearing for another 60 days and asked County staff to return with a number of reports that would address many of the speakers' and Supervisors' concerns and questions. Specifically requested was a determination of the legality and feasibility of providing a method to protest the measure online and/or via email. Other requests of County staff included considerations of placing the measure on a general ballot, including a sunset clause, providing for some sort of credit for existing or new LID measures and identification of potential alternative funding sources for storm water projects.

As you may recall, the City Council voted unanimously at their January 8th City Council meeting to designate the Mayor to sign protest forms for the 74 city owned parcels and these were submitted as part of this public hearing. Per the Prop 218 process, if the County received 50% plus one of the protest forms that were mailed to each parcel owner, the process would be terminated. Local media is reporting this week that the County has received fewer than 5% of the protest forms based on initial counts.

Staff monitored the hearing throughout the day via video stream and observed that there were a number of concerns that were voiced by both the speakers and the members of the Board. Staff also believes that Supervisor Antonovich's motion to terminate the process immediately was very close to being approved and almost secured the third vote necessary to do so.