### City of Sierra Madre

## Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

April 4, 2013

Subject:

City Manager's Report

#### **CITY MANAGER**

#### **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, City Council 6:30 pm; the Closed Session begins at 5:00 pm. (Please note the earlier time.)

#### NPDES PERMIT- UPDATE

Staff has been participating in a collaborative effort with the cities of Arcadia, Bradbury, Duarte, and Monrovia to determine the feasibility of working together to develop an Enhanced Watershed Management Plan (EWMP) and Coordinated Integrated Monitoring Plan (CIMP). Since our initial meeting, the City of Azusa has joined the discussion, along with the County of Los Angeles Unincorporated Area and the LA County Flood Control District. At the initial meeting, each of the cities agreed to work with the various City Attorneys to develop an MOU, and to prepare an RFP for technical consulting services to develop the EWMP and CIMP.

Staff from each of the participating agencies have been meeting on a regular basis to complete this work effort and a draft MOU is ready for review. Once staff and the City Attorney are comfortable with the draft MOU, it will be placed on a future City Council agenda for consideration.

#### **EXCLUSIVE NEGOTIATION AGREEMENT WITH HHP**

There will be a little bit of activity next week at 186 W. Highland, the old church; when an architect from Heritage Housing Partners will be doing a walk-through of the building to begin generating possible development ideas. The City Council will be considering the approval of an Exclusive Negotiation Agreement with Heritage Housing Partners at the May 28th City Council/Successor Agency meeting.

#### **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, this schedule has not been updated to include any objectives from the April 4<sup>th</sup> Strategic Plan Retreat. Objectives from the Retreat will be added to this list upon City Council's approval of the Strategic Plan.

23-Apr	Consent	Third Quarter Financial Report
23-Apr	Consent	Warrants
23-Apr	Discussion	City Council Reorganization
23-Apr	Discussion	Approval of Strategic Plan from April 4, 2013 Retreat
23-Apr	Discussion	Water Rate RFP
14-May	Presentation	Recognition of Sierra Madre Older American of the Year
14 <b>-</b> May	Consent	MOU for Enhanced Watershed Plan
14-May	Consent	Warrants
14-May	Public Hearing	Budget, Revenue Discussion (variances, CUP, tree, tobacco, special events)
14-May	Discussion	PUSD Construction Update
14-May	Discussion	Earthquake Warning System (Capoccia)
14-May	Discussion	Communication with Federal Legislators (Harabedian)
14-May	Discussion	City Council Liaison Appointments
14-May	Discussion	Assessment Districts/Set Public Hearing & direction re: Assessment Dist.
14-May	Discussion	Record Retention Schedule/E-mail Retention Schedule (Koerber)
14-May	Consent	Award of Contract for development of Tree Master Plan (Strategic Plan)
14-May	Discussion	Consideration of Green Advisory Committee to become Commission
14-May	Discussion	Financial Assistance to the Water Fund (from 1/22 meeting)
28-May	Consent	RFP Housing Element
28-May	Consent	Warrants
28-May	Public Hearing	Adoption of the Housing Element
28-May	Public Hearing	Water Conservation
28-May	Public Hearing	Budget (if needed)
28-May	Discussion	PUSD Construction Update
28-May	Discussion	Heritage Housing Partners Exclusive Negotiation Agreement
28-May	Discussion	Green Advisory Committee commitments and goals
28-May	Discussion	Development Impact Fees (from 2/26 meeting)
28-May	Discussion	Preferential Parking Policy (Capoccia)
11-Jun	Consent	Warrants
11-Jun	Public Hearing	Massage Ordinance (from 2/26 meeting)
11-Jun	Public Hearing	Assessment Districts
11-Jun	Discussion	Consideration of rate increase: Dapeer & Rosenblit (from 6/24 meeting)
11-Jun	Discussion	SM Elem. School parking concerns (Capoccia)

11-Jun Dis

Discussion

Status Update: Draft General Plan from GPSC (Strategic Plan)

11-Jun

Discussion

General Plan Land Use Alternatives/Build Out (Strategic Plan)

#### **COMMUNITY SERVICES**

#### HUCK FINN FISHING DERBY & CAMPOUT

The event is this weekend and staff is wrapping up last minute details, organizing event supplies, and confirming with all parties involved. Fish will be delivered to the settling basins Thursday, April 4<sup>th</sup> at 12:00 pm.

To save part-time staff costs, Civic Club volunteers, Commissioners, Councilmembers, and Management staff are assisting with family fishing registration on Saturday afternoon and all day Sunday. Staff will be there to direct the volunteers on their responsibilities and monitor the basins.

The Campout is sold out with 5 families on the waitlist and staff has received several inquiries about the event as a whole. Several of the callers mentioned the banner currently displayed in Kersting Court, and staff noted that these callers seemed to be from outside Sierra Madre.

#### SENIOR SERVICES

The first session of the Hawaiian and Polynesian dance class ended this past Monday. The next session will continue on Monday afternoons; in addition, the instructor is also offering a Tuesday morning class due to participant requests.

Eight seniors enjoyed Splash, with Derrell Hannah and Tom Hanks, at the senior movie program this week. Due to technical difficulties the movie was moved to the senior center. The participants were understanding and happy to move to the senior center for the day.

Wednesday was the last day for tax consultations. The consultant met with one individual and left a few completed packets for signature. Any seniors who still need assistance with their taxes will be directed to the consultant's office as the consultant agreed to take appointments through early next week, just not at the Senior Center.

#### MOUNT WILSON TRAIL RACE

The Committee had another successful meeting on Tuesday discussing social media platforms and how to promote and get the word out about the MWTR and related events. The leader of Boy Scout Troop 110 discussed coordination of the turnaround point (where the scouts are stationed) as each year participants never know quite what they are supposed to do at the top. The Committee brainstormed a possible flag, banner or signifying item to run around, and possibly including information in the pre-race announcement.

Go Pro donated a camera and chest mount to the Committee for use during training runs and the race; film was already recorded at a Saturday morning training run. Staff, the Committee Chair, and the logistics coordinator are meeting next Monday to discuss the layout of Kersting Court and the start/finish corral. The sixth newsletter was sent this week with information on youth opportunities preordering souvenirs and a coupon from a race sponsor.

#### 4TH OF JULY

The Committee included a letter to residents in the April water bill requesting their monetary support of the event. A fee waiver request for the parade will be presented to the Community Services Commission at their April 15 meeting.

#### **SMTV3 COMMITTEE MEETING**

The SMTV3 Committee met on April 3rd at the Youth Activity Center. The Committee discussed programming blocks for channel 98 and discussed how the schedule would be publicized. The Committee reviewed the community survey and made recommendations for changes. Once the survey is completed, it will be distributed to residents of Sierra Madre in both electronic and hard copy forms. The next meeting is Wednesday, May 1, 2013.

#### DEVELOPMENT SERVICES

#### GENERAL PLAN STEERING COMMITTEE CANCELLED

The GPSC meeting for last Tuesday, April 2<sup>nd</sup> was cancelled due to the lack of a quorum. Six out of the eight members were not able to attend the meeting due to their own scheduling conflicts. The items scheduled for this meeting will be the same items on the agenda for the next meeting, which is May 7.

#### MAILED NOTICES REGARDING PROPOSED RE-ZONING

Postcard notices will be sent out by next week to neighboring property owners within a 300-foot radius of the two contiguous parcels at 271-293 Mariposa Avenue, for the April 18 Planning Commission meeting. The public hearing is regarding the proposed zone change and general plan amendments for the 271-293 Mariposa property, to implement the Housing Element. The Planning Commission will also hold a public hearing on the HCD-approved Housing Element, before the scheduled date of May 28 to the City Council for final adoption. As you recall, these lots were identified in the Housing Element to be up zoned from the current R3 zoning (up to 13 units/acre) to a new R3H zoning designation (up to 20 units/acre). A newspaper notice was published in the Mountain Views News on March 16, as required to meet noticing requirements for the associated environmental documents.

#### **HUMAN RESOURCES**

#### **LIABILITY CLAIMS**

Received summons from Hildreth and was forwarded to City Attorney

#### JOB OPENINGS

Community	Part Time	Programs Specialist - Events	Started April 4
Fire	Part Time	PT Paramedics	Offer letters out to 4 candidates
Fire	Part Time	Engineer	2 candidates moving forward
Fire	Volunteer	Firefighter	Backgrounds in progress
Library	Part Time	Local History Analyst	Starting April 9
Police	Part Time	Cadet	Background to start on one candidate

Police

Full Time Officer

One starts April 8 / 2nd offer in May

Police

Full Time Dispatcher Candidate to start 3/25/13

**Public Works** 

Full Time

Admin Assistant

Closes 4/26/13

Public Works

Part Time Admin Clerk

Starting April 8

#### LIBRARY SERVICES

#### FRIENDS BEST USED BOOK SALE

The Friends are holding their Book Sale on Friday, April 5 from 3:00-7:00 pm and Saturday, April 6, from 10:00 am - 2:00 pm

You can shop for your bargain book at the rear of the library. Gardening books will be featured. All proceeds benefit the library.

#### LIBRARY SURVEY RESULTS

The Results of the Library Survey will be presented at the April 9<sup>th</sup> City Council meeting. Find out what our community would like from our library!

#### WORK TO BEGIN ON DIGITAL STORYBOARDS

Please welcome Michelle An and Courtney Woodford who will be working on the new digital storyboards. They both begin April 9th and will start sorting digital images to include for our new displays. This grant funded project will begin in April and conclude in August 2013.

#### POLICE DEPARTMENT

#### HUMANE SOCIETY

Attached is the Animal Control Report for the period of March 1, 2013 to March 31, 2013.

#### **PUBLIC WORKS**

#### FY12-13 STREET PROJECT OUT TO BID

The FY 12-13 street project was advertised for bids on Tuesday. The bid opening date is set at May 6 to allow for a City Council award of the project to a contractor at the regular May 14 Council Meeting.

#### GOOD NEWS CONTINUES ON WELL 3

Development and test pumping of the well has been completed, with the final well efficiency rating set at just over 1,000 gallons per minute. It appears now that the cost will come in slightly under budget, currently we have \$60,000 remaining on the City Council appropriation, and the only unaccounted for expense is the fabrication of a new wellhead, which will be in the \$15-20k range. The pump contractor has suggested other work; however staff has deemed it to be a low priority at this time and has declined the additional work in favor of putting the remaining funds back into reserves.

#### Attachments



# pasadena humane society & spca compassion and care for all animals

# **Animal Control** 3/1/2013 to 3/31/2013 **SIERRA MAD**

#### Field Officer Statistics

#### 3/1/2013 to 3/31/2013 SIERRA MAD

	DEAD	INV	OWNED	PATROL	STRAY	TRANS	UNLOAD	WILD	XSERV	TOTAL
	0	0	0	24	0	0	0	0	2	26
ANIML	0	0	0	0	0	1	7	0	0	-8
BFLWP	0	2	0	0	0	0	0	0	. 0	2
BITE	0	1	0	0	0	0	О	0	0	1.
CONF	0	0	0	0	6	0	0	0	0	6
DMSTC	1	0	0	0	0	0	0	0	0	1
INJ	0	0	0	0	2	0	0	1	0	3
MUNI	0	3	0	0	0	0	0	0	0	3
NEG	0	1	0	0	0	0	0	0	0	- 1
REQST	0	0	2	0	0	0	0	0	0	2
SICK	0	0	0	0	0	0	0	1	0	. 1
WILD	5	0	0	.0	0	0	0	0	0	5
TOTAL	6	7	2	24	8	1	7	2	2	59

# Impounded Animal Report is between 3/1/2013 and 3/31/2013 SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD		1	1	2
	PIGEON	1	0	1
CAT		6	1	7
DOG		4	0	4
MAMMAL	СОУОТЕ	0	heer	
	OPOSSUM	0	2	2 m 2 m
RABBIT		1	0	1 1
RODENT	SQUIRREL	1	2	3
TOTAL		14	7	21

#### Wildlife Impounded Animal Report for All Cities

3/1/2013 to 3/31/2013

#### SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD	CROW	0	1	1
	HUMMINGBIRD	1	0	1
	PIGEON	1	0	1
	Total	2	1	3
MAMMAL	COYOTE	0	1	1
	OPOSSUM	0	2	2
	Total	0	3	3
RABBIT	RABBIT SH	1	0	1
	Total	1	0	1
RODENT	SQUIRREL	1	2	3
	Total	1	2	3
TOTAL		4	6	10

### Live Animal Intake Reason Report 3/1/2013 to 3/31/2013

#### SIERRA MAD

		OWNE	REQ	STRAY	WILD	TOTAL
BIRD		0	0	0	1	1
	PIGEON	0	0	1	0	1
CAT		5	1	0	0	6
DOG		0	2	2	0	4
RABBIT		0	0	1	0	1
RODENT	SQUIRREL	0	0	0	1	1
TOTAL		5	3	4	2	14

#### Euthanasia Reason Report 3/1/2013 to 3/31/2013 SIERRA MAD

		EUTH				
		NA BEHA	NA INJUR	Total		
BIRD	100 100	0	1	1	1	
RABBIT		y same	0	1	1	
RODENT	SQUIRREL	0	1	1	1-	
TOTAL		1	2	3	3	

Animals Euthanized for Space: 0

#### Owner Requested Euthanasia Reason Report 3/1/2013 to 3/31/2013 SIERRA MAD

	REQ EU	REQ EUTH			
	NA OLD	NA SICK	Total		
CAT	1	0	1	1	
DOG	1	1	2	1 2	
TOTAL	2	1	3	3	

#### Animal Outcome Report 3/1/2013 to 3/31/2013 SIERRA MAD

		ADOPTION	ЕЛТН	REQ EUTH	RESCUE	RTO	TOTAL
BIRD		0	1	0	0	0	1
	Total	0	1	0	0	0	1
CAT		5	0	1	0	0	6
	Total	5	0	1	0	0	6
DOG		0	0	2	1	2	5
	Total	0	0	2	1	2	5
RABBIT		0	1	0	0	0	1
	Total	0	1	0	0	Ó	1
RODENT	SQUIRREL	0	1	0	0	0	1
	Total	0	1	0	0	0	1
Ţ	OTAL	5	3	3	1	2	14

#### Animals Still Here at End of Month as of 3/31/2013 SIERRA MAD

	ACTIVE
BIRD	1
TOTAL.	1

#### RTO List for SIERRA MAD During from 3/1/2013 to 3/31/2013

SIERRA MAD

DATE	TYPE	AID#	RECPT#	PRICE	PID#	NAME (FIRST LAST)	STREET	CITY, STATE ZIP
3/27/13	DOG STRAY	A263558	R13-120469	20.00	P058011	MARTHA ROOD	702 W ALEGRIA AVE	SIERRA MADRE, CA 91024

Impound Fee Totals for SIERRA MAD = \$20.00

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