City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

April 12, 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:

- Monday, April 15, Community Services Commission 6:30 pm
- Wednesday, April 17, Utility Users Tax Ad Hoc Committee 5:00 pm
- Wednesday, April 17 Tree Advisory Commission 7:00 pm
- Thursday, April 18 Planning Commission 7:00 pm

VOLUNTEER BREAKFAST

Invitations have gone out for the April 18th Volunteer Breakfast in the Sierra Madre Room. Over 40 volunteers have RSVP'd for this event. The event starts at 7:30 am. Please join us in thanking our volunteers for their service.

ELEMENTARY SCHOOL NEIGHBORS

As you are aware, staff has been meeting with the neighbors who live next to the Sierra Madre Elementary School regarding parking concerns. The first meeting was on March 21st, with about a dozen individuals in attendance. Now that an agenda item has been scheduled for the May 28th meeting for the Council to discuss a possible "Preferential Parking Policy," the neighbors have asked if it is possible to meet with staff before the report is prepared. Director Inman, Chief Giannone and I will be meeting with the neighbors on Monday, April 22nd at 6 pm at City Hall.

A "Preferential Parking Policy" is most easily described as a "resident only parking zone". Essentially, only residents who live on the street, would be allowed to park on the street between certain posted hours. Residents would receive either a sticker or rearview mirror parking permit, to designate that they live on the street and allowed to park.

CITY COUNCIL WATER SUBCOMMITTEE

The City Council's Water Subcommittee, comprised of Mayor Moran and Council Member Capoccia, after meeting with members of the community, have developed a list of recommendations for a new water rate study. Their recommendations are scheduled for City Council review at the April 23rd meeting.

VOLUNTEER RV PARKING SUBCOMMITTEE

At Tuesday night's City Council meeting, the Council considered the new R1 standards. The City Council approved new standards, except for standards relating to the storage (parking) of Recreational Vehicles, trailers, etc. Over the next few weeks, a volunteer subcommittee of Council Members and Planning Commissioners will be doing further study on the parking of RV's, trailers, etc on R1 properties. Their recommendation/suggestions will return to the City Council.

At this time the sub-committee consists of Mayor Moran and Mayor Pro Tem Walsh, along with Planning Commissioner Spears. Members of the public are encouraged to contact any members of this subcommittee to provide input regarding this matter.

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 4th 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	Agreement between the City of Sierra Madre and Successor Agency
23-Apr	Consent	Third Quarter Financial Report (Tentative)
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-May	Consent	Award of Contract for development of Tree Master Plan (Strategic Plan)
14-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	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	Ordinance: New Public Works Commission
28-May	Discussion	Development Impact Fees (from 2/26 meeting)
28-May	Discussion	Public Safety Survey
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	Status Update: Draft General Plan from GPSC (Strategic Plan)
11-Jun	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)

COMMUNITY SERVICES

HUCK FINN FISHING DERBY & CAMPOUT

The event was a success with all 40 campsites filled (and possible room for more campsites next year), 215 youth participated in the fishing derby, and a good number of families fished. Youth were once again catching fish the minute their lines were in the water, the Thursday arrival of fish and the nice cloud cover Saturday morning helped.

Civic Club volunteers were fantastic as usual manning the check-in table, weigh in station, and their new responsibilities of assisting with family fishing registration both Saturday afternoon and all day Sunday. The fishing guides were also busy throughout the weekend with several youth visiting them during the derby, and several families visiting them over the course of the weekend.

SENIOR SERVICES

The April 25th excursion to the Palm Springs follies sold out this week, payment and final numbers will be available on Monday. The tax consultant finished this week assisting 25 seniors at the senior center this tax season and a few additional seniors at his office.

MOUNT WILSON TRAIL RACE

T-shirts and bib numbers arrived as well as several items for goodie bags. Goodie bag stuffing is scheduled for May 21st which will be staffed by Civic Club volunteers. In addition to stuffing goodie bags, the Civic Club volunteers will also pre-sort all 2013 t-shirts for hand out and registration as well as all past t-shirts for the souvenir table.

A banner will be placed at orchard camp that says "Welcome to Orchard Camp – Elevation 3010 feet". This banner will assist with corralling runners around the turnaround point.

4TH OF JULY

The Committee had a productive meeting on Thursday discussing the parade grand marshal, sponsorship, bands, and Friends of Sierra Madre Little League beer garden. In addition, they discussed reviewing all past parade lineups to recruit back those entries that may have fallen off the contact list over the years.

Chair Annes will be attending the Community Services Commission meeting on Monday to discuss the fee waiver request for parade entries. In addition, the Chair and beer garden representatives are scheduling a meeting with Police Chief Giannone to discuss logistics for the event.

The Health Department meeting for all organizations interested in serving food at 4th of July is next Thursday, April 18th at 3:00pm at the Hart Park House Senior Center. Several nonprofits are attending even those that do not serve food at 4th of July, but need the info for their own events.

SUMMER FUN IN THE PARK

Presenters have been secured for the nine presentation dates with a few new groups presenting: Sierra Madre Garden Club and SkyWatchers (astronomy).

COMMUNITY SERVICES COMMISSION

The next Community Services Commission meeting is Monday, April 15, 2013 at 6:30pm. The meeting is in the Council Chambers at City Hall. The Commission is reviewing an extensive agenda for the April meeting. Agenda items include review of 6 Special Event Permits, the Art in Public Places Ordinance, Sierra Madre Rose Float Association and Fourth of July Committee fee waiver request, proposed Department budget and the Department update. The agenda packet is available on the City's website and was made available to Commissioners on Friday, April 12.

DEVELOPMENT SERVICES

PLANNING COMMISSION MEETING

The next Planning Commission meeting is April 18 at 7:00 p.m. The public hearing items on the agenda are: 1) Adoption of the 2008-2014 Housing Element, including General Plan amendments to add a R3-H land use designation (residential high density, 20 dwelling units per acre) and Code text amendment to rezone 271-293 Mariposa properties from R-3 to R3-H; and 2) continued hearing on the Hillside Development Permit and CUP for a 3,601 square foot two-story home at 610 Baldwin Court (Stonegate property). Staff will also provide an update to the Planning Commission on the progress of the draft General Plan Update.

CONSTRUCTION AT OLD STEAMERS BUILDING – 138-142 W. SIERRA MADRE BLVD.

Development Services staff would like to provide an update on the construction at the old Steamers building at 138-142 W. Sierra Madre Blvd., because it may be perceived that it's taking a long time to complete the construction. The contractors are progressing slowly and Development Services staff does not have control over the slow progress, as long as the inspections are being done in a timely manner and the permits remain valid. Part of the reason for the slow construction progress was that the developer/owner a few months ago decided to significantly change the building design from the plans approved by the Planning Commission, which prompted the applicant to have to modify their CUP and return before the Planning Commission for

approval – that was done in December 2012. The recent setback in construction this past week is that the developer has closed off ADA rear-access for two of the tenant spaces, another change that was not included in the originally approved plans. As a result, the developer is now requesting that the ADA access (path of travel) be relocated with a pathway extending from the on-site parking at the rear of the building, along the east side driveway, to the front of the building. This requested change would narrow the east side driveway from 20 feet to approximately 15 feet, and the driveway would no longer function as two-way access. The Planning Commission at their public hearings on this project was always concerned about maintaining the existing driveway width for vehicular access to and from the on-site parking. The project will have to return to the Planning Commission for a CUP modification on this new request, which will likely further delay the construction progress.

FIRE DEPARTMENT

AUDIT

The Department of Health Services Continuing Education audit was completed and passed on April 11th, 2013.

NEW EMPLOYEES

Four new paramedics had orientation on April 11th, 2013. Their anticipated start date is April 15, 2013.

HUMAN RESOURCES

RECRUITMENT

Closed Recruitments

- Development Services part-time Code Enforcement Officer Reviewing eligibility list
- Fire part-time Engineer Practical interviews complete
- Police
 - o Part-time Cadet Starting third candidate's background
 - Police Officer Completing background on second candidate
 - Dispatcher backgrounds on a second candidate

CLAIMS

No new claims

LIBRARY SERVICES

LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Library Board of Trustees is April 24, 2013 at 7:00 pm in Council Chambers Library Consultant, Linda Demmers, will provide an overview of the Library Strategic Planning Process which has already begun. The Steering Committee consists of:

Two Trustees: Chair Putnam, Trustee Ziff

Library Director: Carolyn Thomas Deputy Library Director: Alice Kuo Children's Librarian: Meegan Tosh

Next steps include identifying community members to provide input and to meet with Library staff. Final results will be reported in Fall 2013.

UPCOMING CLASSES

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

Ancestry.com
Saturday, April 13, 10:30 am

THIRD THURSDAY BOOK CLUB

Join us on Thursday, April 18 at 11:00, in the library, for a lively discussion of the book *Cutting for Stone* by Abraham Verghese.

FRIENDS BEST USED BOOK SALE A SUCCESS

The Friends Book Sale, held April 5-6, netted over \$2000 for the library. Many thanks go to our Book sale volunteers Martha Troedson and Alan Leahy who worked diligently to organize the quarterly book sale events. Stop by the library and check out the "One and Two Buck Truck" of used book treasures!

STAFFING

Julie Morez, Library Technician, has announced her retirement. Julie has worked full time at the Sierra Madre Public Library since July 1999. As Julie is a Sierra Madre resident, we expect to continue to see her around town! We thank Julie for her years of service to the library and community and wish her a happy retirement.

DIGITAL STORYBOARDS PROJECT

Please welcome Michelle An and Courtney Woodford, Local History Analysts, who began this week to help organize and work on the grant funded project "Sierra Madre Stories and Treasures". Both Michelle and Courtney have experience working in museums and with museum displays and will assist in identifying digital images for inclusion on the storyboards. Currently staff is identifying locations both in the library and at the Richard House, to display the storyboards.