City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

May 16, 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, May 20 Community Services Commission 6:30 pm
- Wednesday, May 22 Library Board of Trustees 7:00 pm
- Thursday, May 23 Green Advisory Committee 7:00 pm

FISCAL YEAR 2013-2015

Staff is putting the finishing touches on the Proposed FY 2013-2015 Annual budget. Over the past few months, the Council has reviewed revenues, expenditures, and capital improvement projects and purchases. All of these "sections" can now come together into the Proposed Budget document. We are aiming to have the budget document on the City's website by mid-week. I will email the Council as soon as it is available on the City's website. Please let me know if you would also like a "copy" of the document, or just the electronic version.

Preparing the budget is an enormous undertaking, on top of the department's regular projects and responsibilities, and I wanted to acknowledge all of the Department Heads and their staff for the extra effort, and I also thank the City's Finance Director Karin Schnaider!

NEXT COUNCIL MEETING - MAY 28TH

Speaking of the budget, you will note that there are two other important Public Hearings on the next City Council agenda. In addition to the Budget Public Hearing, the Council will be considering the formal adoption of the City Housing Element, along with considering the resolution (along with the Ordinance and Urgency Ordinance) for Mandatory Water Conservation.

WATER CONSERVATION

Staff has begun preparing press releases, public information, E-Blasts, water customer notices, etc. to notify our water customers of the implementation of mandatory water conservation. Information will be going out shortly.

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 been updated to include objectives from the Council's recently approved Strategic Plan. Strategic Plan items are designed by (SP) at the end of the title.

	Presentation	New Firefighters
28-May	Presentation	Recognition of Mater Dei Dolorosa 90th Anniversary
28-May	Consent	Agreement between the City of Sierra Madre and Successor Agency
28-May	Consent	Heritage Housing Partners Exclusive Negotiation Agreement
28-May	Consent	Appointment to UUT Oversight Committee (Koerber)
28-May	Consent	Rejection of Bids for 2012-2013 Street Construction (Strategic Plan)
28-May	Consent	Award of Contract to Sequoia for debt collection services
28-May	Consent	Warrants
28-May	Consent	Award of Contract to Bridgeall Libraries for Collection HQ Subscription
28-May	Public Hearing	Adoption of the Housing Element
28-May	Public Hearing	Water Conservation
28-May	Public Hearing	Consideration of Budget Adoption
28-May	Discussion	Preferential Parking Policy (Capoccia)
28-May	Discussion	Ordinance: False Alarm Penalties
28-May	Discussion	Earthquake Warning System (Capoccia)
28-May	Discussion	Goals & Responsibilities of New Public Works Commission (Strategic Plan)
28-May	Discussion	Strategic Plan Update from April 4, 2013 Retreat
11-Jun	Presentation	PUSD Construction Update
11-Jun	Consent	Warrants
11-Jun	Consent	Contract Amendment with DC Planning Center for General Plan
11-Jun	Public Hearing	Massage Ordinance (from 2/26 meeting)
11-Jun	Public Hearing	Assessment Districts
11-Jun	Public Hearing	Budget (if needed)
11-Jun	Discussion	Communication with Federal Legislators (Harabedian)
11-Jun	Discussion	Ordinance: New Public Works Commission
11-Jun	Discussion	Status Update: Draft General Plan from GPSC (Strategic Plan)
11-Jun	Discussion	Development Impact Fees (from 2/26 meeting)
11-Jun	Discussion	Public Safety Survey
11-Jun	Discussion	Status Update: SGVMWD Funding Request (Strategic Plan)
25-Jun	Consent	Warrants

25-Jun	Consent	GASB 54
25-Jun	Public Hearing	Congestion Management Program
25-Jun	Public Hearing	Budget (if needed)
25-Jun	Discussion	Maddy Act/Reappointment of Commissioners FY 2013-2014
25-Jun	Discussion	Appointment of Delegate for League of Calif Cities Conference
25-Jun	Discussion	Art in Public Places (Walsh)
25-Jun	Discussion	Update: Market Demand Study (from 4/9 meeting)
25-Jun	Discussion	Strategic Plan Update from April 4, 2013 Retreat
25-Jun	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)
25-Jun	Discussion	Water Meter RFP (Strategic Plan)
25-Jun	Discussion	Ordinance: Tree Preservation
25-Jun	Discussion	LIDS and Green Streets Policy (Strategic Plan)
9-Jul	Presentation	PUSD Construction Update
9-Jul	Consent	RFP Housing Element (Strategic Plan)
9-Jul	Consent	Fourth Quarter Financial Report
9-Jul	Discussion	Multi-Family Housing Smoking Ordinance (from 3/12/13)
9-Jul	Consent	Athens Contract Amendment
9-Jul	Discussion	Parking Enforcement
9-Jul	Discussion	Electricity Usage and Cost Trends (from 1/8/13)

COMMUNITY SERVICES

COMMUNITY YARD SALE

The Community Yard Sale is Saturday, June 8 at Sierra Vista Park. All 20 booth spaces have been sold and a waitlist has been started. Due to the demand for the event, staff is exploring expanding the number of booths available to the public.

WATERWORKS AQUATICS

The Community Advisory Board met on Tuesday, May 14 at the Aquatic Center. Waterworks updated the board on the swim team changes aimed at increasing the number program participants. Two parent information meetings are scheduled for May 23 and May 25. The next Advisory Board meeting is scheduled for Tuesday, June 4, 2013.

COMMUNITY SERVICES COMMISSION

The next Community Services Commission meeting is Monday, May 20, in the Council Chambers. Included on the meeting agenda are: Huck Finn report, Sierra Madre Historical Preservation Society fee waiver, Special Event Permits for movies series and 4th of July and monthly staff reports. The agenda packet is available online and copies were emailed to Commissioners on Thursday, May 16.

COMMUNITY SERVICES NEWSLETTER

The summer 2013 Community Services Newsletter was completed on Monday, May 13. The newsletter contains summer information on special events, programs, aquatics, youth and senior services, classes and reservations. The newsletter is available online and hardcopies are available at the Community Recreation Center, Library and City Hall.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Police Captain Closes May 31, 2013
- Police part-time Cadet Closes May 20, 2013 or when 50 applications are received
- Part-time Paramedic Closes May 15, 2013
- Part-time Engineer Closes June 13, 2013
- Part-time Account Technician Closes June 10, 2013 or when 50 applications are received

Closed Recruitments

- Part-time Library Administrative Clerk
- Development Services part-time Code Enforcement Officer
- Public Works Maintenance Worker
- Police
 - Police Officer
 - o Dispatcher

LIABILITY CLAIMS

New claim - Thames III vs. Pasadena Unified School District (also named City of Sierra Madre)

LIBRARY SERVICES

LIBRARY BOARD OF TRUSTEES

The Library Board of Trustees will be meeting on May 22, at 7:00 pm in Council Chambers. The agenda and accompanying reports may be found on the City's website at www.cityofsierramadre.com

UPCOMING CLASSES

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

iPad/tablet, Tuesday, May 21, 7:00 pm Kindle, Saturday, May 25, 10:00 am

DIGITAL STORYBOARDS UPDATE

Designs for the digital storyboards are being discussed. The theme is "time travel" in Sierra Madre and Hop On either a "pack mule" or "red car trolley". Current categories include: mountain history, animal stories, natural disasters, historic homes, trail blazers. We are working with SMHPS to coordinate the digital display up in the Richardson House.

PITCH AN IDEA

Staff has once again "pitched" a grant idea to the State Library. This time, staff proposed "Sierra Madre Teens and Treasures" project which involves extending our summer teen volunteer program to year-round. To piggy-back on our successful receipt of the funding for our digital storyboards, staff is proposing that teen docents be recruited to learn about our new digital technology and to demonstrate

and promote the new storyboards both at the library and the Richardson House. Staff will hear in June, if the project has been selected to be funded.

FRIENDS ART FAIR

The Friends held their annual Art Fair on May 4-5. Over \$17,000 was raised to benefit the library. In addition, the "baked goods" table brought in \$1,100. We deeply appreciate and thank the Friends for volunteering their efforts to support library services.

SILENT AUCTION

Fifteen rare books are being displayed in the library and are being featured in the Friends Silent Auction. From a 1905 edition of *Silas Marner* to a 1930 edition of *History of Pasadena and the San Gabriel Valley, California* by Harold D. Carew, these donated books are good finds for any booklover. The Silent Auction runs from May 7 – June 3, 2013. Stop by the library and place your bid. All proceeds benefit the library.

LIBRARY BASEMENT

Members of the Friends have graciously cleaned out their storage bin in the library parking lot to make room for book sale items, which in turn, has created space to move Local History cabinets to the basement. Because one of the digital storyboards will be placed in the Local History Room, staff is planning to make that room a "public space", rather than a staff workroom.

STAFFING

The Administrative Clerk part-time position has been posted with over 50 candidates submitting an application. Staff hopes to have the position filled by July 1, 2013. This position will be responsible for invoicing, requisitions, purchase orders, ordering, receiving, cash handling and opening.

LIBRARY STRATEGIC PLAN UPDATE

Library Consultant, Linda Demmers, met with Library Staff on May 2 to discuss library services and priorities. She will be meeting with the Steering Committee on Friday, May 17. The Steering Committee consists of:

Two Trustees: Chair Putnam, Barry Ziff Library Director: Carolyn Thomas Deputy Library Director: Alice Kuo Children's Librarian: Meegan Tosh

The Steering Committee will be identifying community members to provide input and to meet with Library staff as well. Margaret Quigley will be representing the Friends at these meetings.

POLICE DEPARTMENT

DEPARTMENT MEETING AND PHOTO

On Friday May 10th Police Chief Giannone held a Department Wide Meeting which included the Volunteers and Reserve Officers. A new Department Photo was taken and a small appreciation barbeque was held afterwards. The employees were pleased to get together as a group to share some thoughts and get a new group photo taken.

PEACE OFFICER MEMORIAL DAY
Wednesday May 15th was the National Peace Officer Memorial Day. Chief Giannone represented the Department and the City at the Memorial Event held at Covina Police Department.