

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager *EA*

Date: November 18, 2016

Subject: City Manager's Report

CITY MANAGER

Happy Thanksgiving!

HOLIDAY CLOSURES

City Hall and the Library will be closed, next week, on Thursday, November 24th and Friday, November 25th, for the Thanksgiving Holiday. The next City Manager's report will be prepared on December 2nd, and no report will be prepared Thanksgiving weekend, November 25th.

NEXT UPCOMING MEETINGS

All meetings will be held in City Council Chambers at City Hall unless otherwise noted. The agenda for each meeting will be posted 72 hours prior to the meeting at City Hall and on the City's website at www.cityofsierramadre.com

- Tuesday, November 22nd – 6:30 pm City Council meeting
- Wednesday, November 23rd – 7:00 pm Library Board of Trustees

CITY MANAGER AND PUBLIC WORKS DIRECTOR RECEPTION

The community is welcomed to attend a reception on Tuesday, November 22nd, at 5:30 pm in honor of Director Bruce Inman's and my retirement. The formal acknowledgements will be made at the beginning of the City Council 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.

13-Dec	Presentation	Sierra Madre Rose Float Association Parade Princesses
13-Dec	Consent	Warrants
13-Dec	Public Hearing	Consideration of Modifications to Ordinance for Accessory Dwelling Units
13-Dec	Public Hearing	Reallocation of CDBG Funds
13-Dec	Discussion	Field Use Agreement
13-Dec	Discussion	Memorandum of Understanding for EWMP
10-Jan	Consent	Presentation to City from Senior Community Commission
10-Jan	Consent	Warrants
10-Jan	Public Hearing	Mills Act for 101 W. Bonita Avenue
10-Jan	Discussion	Library Facility Master Plan
10-Jan	Discussion	Discretionary Demolition Permit Ordinance Amendments
10-Jan	Discussion	Customer Water Conservation Update
24-Jan	Presentation	Water Conservation Update & Monthly Water Quality Report
24-Jan	Consent	Treasurer's Report
24-Jan	Consent	Warrants
24-Jan	Public Hearing	Consideration of Ordinance for Group Homes (tentative)
24-Jan	Discussion	Phase III Document Scanning Project: Resolutions, Ordinances, Minutes, Bldg. Permits
24-Jan	Discussion	Update regarding City's Investment Portfolio (Strategic Plan 5/2015)
24-Jan	Discussion	Water Rate Study
14-Feb	Consent	Warrants
14-Feb	Public Hearing	Consideration of Modifications to Ordinance 1371 Medical Marijuana Dispensaries
14-Feb	Discussion	Unbudgeted Budget Requests and Tree Removal Estimates
14-Feb	Discussion	Long-term Financial Plan

COMMUNITY SERVICES DEPARTMENT

WINTER FEST 2016

The Chamber is sponsoring the annual "Winter Festival" on Saturday, November 26th from 12:00 p.m. to 9:00 p.m. in downtown Sierra Madre. Special Event Permit 16-11 was granted by the Community Services Commission on September 19, 2016.

LUNCH AND LEARN AT THE HART PARK HOUSE

Lunch and Learn is on Monday, November 14th. Sierra Madre Police Department, Community Service Officer, Lou Oronoz, shared important holiday safety tips with the Seniors.

LEGAL CONSULTATION FOR SENIORS AT THE HART PARK HOUSE

Legal Consultation by Attorney Lem Makupson is on Wednesday, November 16th; one senior scheduled an appointment for assistance for creating a Will.

SENIOR CINEMA AT THE HART PARK HOUSE

The Senior Cinema on Wednesday, November 16th, showed the screening of *The Hundred-Foot Journey* (2014). This feature told the story of a feud between two adjacent restaurants in a French Town: one operated by a recently relocated Indian family and the other, a lofty Michelin-Starred Restaurant. Six seniors enjoyed the movie.

SENIOR EXCURSIONS

The December 9th excursion will be to the Boat Parade of Lights at Newport Beach. Participants are taking a cruise throughout Newport Bay viewing amazing lights and displays from the Bayfront Estates and Parade Ships. There are 40 participants signed up and 5 spaces remain available.

The January 5th excursion to The Broad Museum is sold out with 40 participants and 4 are now on the waiting list. The Broad is a new contemporary art museum in downtown Los Angeles. Participants will take a nice self-guided tour and enjoy lunch on their own at Clifton's Restaurant.

FIELD USE AGREEMENT ON COMMUNITY SERVICES COMMISSION AGENDA

Monday, November 21st at 6:30 p.m. at the Community Services Committee's regular meeting, items pertaining to Field Use of Youth Sports Leagues will be discussed by the Commission. Interested community members that wish to express comment but cannot attend the meeting are invited to email comments to Rebecca Silva, Community Services Supervisor at rsilva@cityofsierramadre.com for inclusion in the Commission's staff report.

LIBRARY SERVICES

AN EVENING WITH LINCOLN AT THE LIBRARY

A standing room only crowd gathered at the Library last Tuesday to listen to the humanity and wisdom of one of history's most influential presidents as told through one of the Lincoln Presidential Library's senior storytellers, Rich Proctor. Over 65 people attended the event.

CUPCAKE WARS AT THE LIBRARY

A special event for middle school students, on Friday, November 18th at 4:00 students will compete to decorate book-themed cupcakes.

PLANNING & COMMUNITY PRESERVATION

NEXT PLANNING COMMISSION MEETING

The next Planning Commission meeting is scheduled for Thursday, December 1, 2016 at 7:00 pm. The Commission will continue their deliberations from the November 3, 2016 Planning Commission meeting regarding Discretionary Demolition Permit 16-01 for the property located at 126 East Mira Monte Avenue. At the November 3, 2016 meeting, the Planning Commission directed staff to provide a building observation report of the as built conditions of the remaining structure and requested that the applicant obtain a historical resources evaluation of the property prepared by a qualified architectural historian from the approved list of consultants maintained by the City. The Planning Commission will review both documents at this meeting before rendering a determination regarding the request for demolition of the exterior framing and roof structure.

The Planning Commission will also conduct a public hearing for a property located in the Residential Canyon Zone at 768 Woodland Drive consisting of the following applications: Discretionary Demolition Permit 15-04 to demolish an existing 1,545-square foot 2-story home and 218-square foot 1-car carport, and replace it with a 1,000-square foot home and 400-square foot parking pad; Variance 15-02 to allow the proposed 400-square foot parking pad to have a 0 front yard setback and encroach into side yard setback; and Minor Conditional Use Permit 15-02 to allow for reduction of the side yard setback to no more than 10% for the proposed 1,000-square foot new home.

STONEGATE

The Planning and Community Preservation Department is continuing to review the resubmitted applications for Hillside Development Permits and Conditional Use Permits for properties within the Stonegate development. The Department received resubmittals the week of May 9, 2016 consisting of Lots 7, 21, and 22, resubmittals the week of June 6, 2016 for Lots 1 and 2, and resubmittals the week of August 1, 2016 for lots 16, 17, 19, 25, and 26. A submittal for Lot 23 was received on September 15, 2016. The plans are in various stages of review by staff to determine if the applications are complete and to confirm if staff comments were addressed since the last submittal prior to being scheduled before the Planning Commission at a noticed public hearing.

PLANNING & BUILDING AND SAFETY ACTIVITY

The Planning and Community Preservation Department is currently processing 36 development applications.

POLICE DEPARTMENT

FOOTHILL AIR SUPPORT TEAM

On Monday morning, Captain Ortiz and other law enforcement executives from the San Gabriel Valley, attended a meeting at the Pasadena Police Department, Benedict Heliport. Chief Phillip Sanchez and his staff unveiled their newest air ship. Staff also discussed statistical review, noteworthy cases and a brief financial review of the regional program.

SEE SOMETHING, SAY SOMETHING

Community Service Officer Lou Oronoz conducted a community outreach meeting at the Hart Park House on Monday afternoon. CSO Oronoz spoke to a room full of seniors on the importance of being aware of your surroundings and securing your personal belongings.

STATION TOUR

On Tuesday evening, staff from the department conducted a station tour for a Cub Scout Troop from Sierra Madre. Approximately seven cub scouts and several parents were present and shown the dispatch center, jail, property room and overall facility.