

Memorandum

To: Honorable Mayor and Members of the City Council

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

Date: December 16, 2016

Subject: City Manager's Report

CITY MANAGER

NEXT UPCOMING MEETINGS

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

- Monday, December 19 – ~~Community Services Commission~~ – **MEETING CANCELLED**
- Wednesday, December 21 – ~~Energy, Environment, & Natural Resources Commission~~
MEETING CANCELLED
- Tuesday, December 27 – ~~City Council~~ - **MEETING CANCELLED**

UPCOMING COMMUNITY EVENTS

- Sunday, December 18 – 7:00 pm - Candlelight Vigil – Downtown Sierra Madre
- Monday, December 19 – 5:00 pm Chamber Mixer at The Kensington (honoring SMPD/SMFD)
- Saturday, December 24 – 5:00 pm Santa arrives at Sierra Madre Fire Station 41

HOLIDAY SCHEDULE

City Hall, the Hart Park Senior Center, and the Sierra Madre Public Library will be closed from December 26, 2016 through January 3, 2017. Regular business hours will resume on Tuesday, January 3, 2017. All public safety offices will remain open during this period. Anyone experiencing an emergency may call 911 for assistance. Any non-emergency calls can be made to (626) 355-1414.

Public Works staff will be working normal hours through the holiday but employees will be off on Christmas Monday and the Monday after New Year's Day in observance of the holidays. In case of any emergency, staff can be reached through the Police Department Dispatch Center.

This report marks the final City Manager Report for 2016. The next report will be prepared on Thursday, January 5, 2017.

Lastly, please note, the December 27th Council meeting was previously cancelled. The next Council meeting is January 10th.

CHAMBER MIXER HONORING POLICE AND FIRE DEPARTMENTS

The Sierra Madre Chamber of Commerce will be celebrating their year-end mixer, honoring the Sierra Madre Police Department and Sierra Madre Fire Department. The Mixer will be held at The Kensington on Monday, December 19 at 5:00 pm. RSVP to SMADRECC@gmail.com

CHILDREN'S FIRE & PUBLIC EDUCATION AREA

On Monday, December 12th, the Community Services Commission approved the development of a Children's Fire and Public Education Area in the planter located at the Northwest corner of the Sierra Madre Public Safety Building at 242 W. Sierra Madre Boulevard.

The Children's Fire and Public Education Area will provide a designated space for children to learn about Fire Safety and will include drought resistant landscaping and bench seating for tour groups.

The Children's Fire and Public Education Area is made entirely possible thanks to the generous donations of the friends and family of Guy Davis, a local child who passed away earlier this year.

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.

10-Jan	Presentation	Presentation to City from Senior Community Commission
10-Jan	Consent	Economic Partnership Membership
10-Jan	Consent	Tree City USA
10-Jan	Consent	Warrants
10-Jan	Consent	Public Safety Building Facility Signs
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	Discretionary Demolition Permit Ordinance Amendments
24-Jan	Discussion	Update regarding City's Investment Portfolio (Strategic Plan 5/2015)
24-Jan	Discussion	Water Rate Study
14-Feb	Consent	Phase III Document Scanning Project: Resolutions, Ordinances, Minutes, Bldg. Permits
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	Library Facility Master Plan
28-Feb	Presentation	Water Conservation Update & Monthly Water Quality Report

28-Feb	Consent	Update regarding the new Library and Community Services Department
28-Feb	Consent	Warrants
28-Feb	Discussion	SMFD Mid and Long Range Plan
28-Feb	Discussion	Mid Year Budget Update
28-Feb	Discussion	Water System Strategic Plan
28-Feb	Discussion	Additional Water Conservation Measures, such as Flow Restrictors

COMMUNITY SERVICES DEPARTMENT

ATHLETIC FIELD PROJECT UPDATE

A meeting was conducted Wednesday, December 14th at the Sierra Madre Middle School, with field renovation professionals and landscape contractors who previously worked with PUSD; and including the community youth sports league presidents, Principal Garrett Newsom, and City staff to begin moving forward with the initial phase of the Athletic Field Project. The scope of work will quickly be forthcoming, followed by bids, and review by city and district representatives.

PASADENA-SIERRA MADRE YMCA

The foothill village community welcomes their new Executive Director Ernie Sacco, to the Pasadena-Sierra Madre YMCA. City staff is looking forward to enhancing our partnership and establishing departmental goals as we come upon the New Year.

HART PARK HOUSE SENIOR CENTER

Blood pressure testing on Tuesday, December 13th, brought in six of our seniors for blood pressure screenings.

Legal Consultation by Attorney Lem Makupson was on Wednesday, December 14th. Appointments for this free service may be made at the Hart Park House.

The Seniors Annual Holiday Lunch was on Thursday, December 15th. Students from Bethany Christian School sang Christmas Carols. The Senior Community Commission served desserts and offered a raffle with variety of prizes. Approximately 45 Seniors attended the festivities.

It's the Gingerbread Jamboree! Seniors will have the chance to show off their creative talents by building gingerbread houses for the holidays next Thursday, December 22nd at the Hart Park House 1:00 – 2:00 p.m.

SENIOR CINEMA

Wednesday, December 21st, is the screening of *Miracle on 34th Street* (1947). An original Christmas Classic, this film features a jolly old man going by the name of Kris Kringle who claims that he really is Santa Clause. It ultimately leads to a court case to determine his mental health, and more importantly his authenticity

OLDER AMERICAN AWARD

Planning efforts are now being coordinated amongst staff with participation from committee members of the Senior Community Commission to discuss the Older American Award Reception for next May 2017.

2017 CITY HALL ARTS SHOW

Warren Hilde is the first featured artist for the 2017 Season of City Hall Arts Show. The artwork will be hung by Arts Review Board Member, Pat Ancona the first week in January 2017.

2017 MOUNT WILSON TRAIL RACE

MWTR Sponsorship packets are near final approval by the Committee, including sponsorship solicitations. Next Meeting is scheduled for Wednesday, January 4th at 6:30p.m. in the Sierra Madre Search and Rescue Room. The timing company, additional marketing materials, and souvenirs are all areas for priority discussion.

2017 HUCK FINN FISHING DERBY & FAMILY CAMPOUT

The Fishing Derby and Family Campout has been scheduled for the weekend of March 24, 2017; while pending an anticipated water project overseen by the County. Marketing materials will begin production in January for pre-registration in February, including solicitation for monetary support of this much loved community event.

2017 SHAKESPEARE IN THE PARK

A brief meeting was conducted with representatives from the performing arts group responsible for Shakespeare in the Park, and have expressed a serious interest in repeat participation for the 2017 Sierra Madre Summer Series. Devon and Dave had a great experience in 2016, and are currently raising funds to help support their efforts for next year.

2017 CONCERTS IN THE PARK

The Rotary Club has secured their sponsored concert date for Sunday, July 2, 2017 and the Sierra Madre Chamber of Commerce is committed to sponsoring one in August; consecutive dates and musical groups are in recurrent discussions.

FIRE DEPARTMENT

PULSE POINT

The Sierra Madre Fire Department is proud to announce the launch of the PulsePoint Respond mobile app. PulsePoint Respond is a pre-arrival solution designed to support public safety agencies working to improve sudden cardiac arrest (SCA) survival rates through improved bystander performance and active citizenship.

PulsePoint Respond works by alerting CPR-trained bystanders to nearby SCA events and the location of the nearest AED. The purpose of the app is to increase the survival rates of cardiac arrest victims by reducing collapse-to-CPR times by increasing citizen awareness of cardiac events beyond a traditional "witnessed" area. The app is only activated if the event is occurring in a public place and will not alert bystanders to incidents occurring at a private residence.

The availability of the PulsePoint app in the City of Sierra Madre has been made possible thanks to the Verdugo Fire Communications Center.

PulsePoint Respond is available in the iOS and Android app stores. Find out more information by visiting the Sierra Madre Fire Department's website or visit PulsePoint.org.

TOY DONATIONS AT THE FIRE STATION

The Sierra Madre Volunteer Firefighters' Association will continue the tradition of their annual toy donation on Wednesday, December 21, 2016. This year members of the Association Board will visit children at City of Hope as well as the children of the Maryvale Orphanage.



LIBRARY SERVICES

POWER OUTAGE AT THE LIBRARY

The Library experienced a power outage on Friday, December 16, 2016. Power was restored in time to open at its regular noon-time but internet was not immediately available. The City's Facebook page posted updates throughout the day.

BUILDING MINI ROSE FLOATS AT THE LIBRARY

Join us for a special story time with the Sierra Madre Rose Float Association on Monday, December 21st at 10:00 am. You will hear about this year's rose float and build your own miniature version.

PLANNING & COMMUNITY PRESERVATION

PLANNING COMMISSION RECAP

After further discussion regarding amendments to the Group Living Facilities regulations, the Planning Commission directed to staff to schedule a Public Hearing for the January 5, 2017 Commission meeting. The Commission will consider a resolution and forward their recommendation to City Council.

The Commission also continued their effort to amend the Discretionary Demolition ordinance and directed staff to return to the Commission with the revised language as a discussion item.

UPCOMING PLANNING COMMISSION MEETING

The next regular meeting of the Planning Commission is scheduled for Thursday, January 5, 2017. The Commission will conduct a public hearing regarding amendments to the Group Living Facilities ordinance.

POLICE DEPARTMENT

MANAGEMENT SCHOOL

This week, Acting Captain Donna Cayson successfully completed a three-week management class she began in October of this year. A Management Certificate was awarded to Captain Cayson from P.O.S.T. at the completion of course.

COMMUNITY MEETING

On Wednesday night, the Department hosted a Crime Prevention Workshop in the City Council chambers, inviting residents to learn more about successful crime prevention measures. Approximately 45 residents attended the meeting including Council Member Capoccia, Public Safety Committee Members, Rosemary Burnett and Bill Coburn, along with several Neighborhood Watch Block Captains, and City Manager Aguilar. Attendees gave the presentation high marks!

PUBLIC WORKS

RAIN TOTALS

Last Fiscal Year October 1, 2015 to September 30, 2016	12.98"
5 year Average	10.90"
Year to Date	3.11"
Today's Storm 12/16/16	1.53"

LAURIE COOPER MEMORIAL BENCH

The Sierra Madre Environmental Action Council mourned the loss of their beloved member, Laurie Cooper in 2016. Laurie's long involvement with SMEAC began just after the formation of the organization in 1971. She managed Southern California's first community recycling center, located in Sierra Vista Park. She also spear-headed SMEAC's stewardship of Bailey Canyon Wilderness Park, serving for years as a docent and educator of the natural benefits of the park for local elementary school children.

An effort began to memorialize Laurie with a bench in her beloved Bailey Canyon Wilderness Park, but after some research, the expense of a durable concrete bench became prohibitive. SMEAC President Alison Snow and recently retired Director of Public Works, Bruce Inman came up with the idea of a more natural bench, one that could possibly be simply "notched out" from a recently felled Deodar Cedar tree. The City's contractor, West Coast Arborist, was approached with this idea. WCA was to be issued a work order to clear some of the recently felled trees and debris, and was asked about creating a bench of one of the larger trunks in lieu of removal. WCA was receptive and enthusiastic with the idea, and contributed their time and expertise to the creation of one or two benches for a Laurie Cooper memorial.

Work began this week, and is expected to be completed shortly after the rains. The current plan is to create a large bench and a smaller bench for children to rest in the beautiful scenery of the park after a nice hike. The large bench is pretty much completed, and the end product is emerging to be beautiful beyond anyone's expectations. It turned out that WCA sent their employees, including John Mahony and his partner, who are renowned in the state for their chainsaw art. City Staff is overwhelmed with the creativity and beauty of this work, and is very happy that such a wonderful memorial will be constructed for such an important decades-long community volunteer.

NEW BENCHES AT CITY HALL

After the long fabrication process we have received two of the five new benches for the Landscape Project. The benches were donated through the Community Foundation by local residents. The remaining three should be installed before the holidays.



Speaking of the City Hall Landscape Project, the designed rain water capture swells are doing their job and performing "swell".

