City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: March 14, 2014

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. Unless otherwise noted, all meeting are held in City Council Chambers at City Hall. Next week's meetings are:

- Monday, March 17th – Community Services Commission 6:00 pm
- Wednesday, March 19th – Energy, Environment, & Natural Resources Commission 7:00 pm
- Thursday, March 20th – Planning Commission 7:00 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Sunday, March 16th – Annual Wistaria Festival
- Tuesday, March 18th – City Council Candidate Forum, 6:00 pm in City Council Chambers (This forum is televised on SMTV3)
- Friday, April 25th – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

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.

25-Mar	Presentation	Utility Bill Enhancements
25-Mar	Consent	Resolution: UUT Cap
25-Mar	Consent	Enernoc Agreement
25-Mar	Consent	Award of Design for FY 13/14 Street Project

25-Mar	Consent	Warrants
25-Mar	Public Hearing	Stale-Dated Checks
25-Mar	Discussion	Tom Love, SGV Water District - Water Supply Update
25-Mar	Discussion	Strategic Plan Update from October 15, 2013 Retreat
25-Mar	Discussion	Review & Update of City's Publicity Policy
25-Mar	Discussion	City Signage Plan & Marketing and Branding Plan (Strategic Plan)
25-Mar	Discussion	Review of Community Forest Management Plan Guiding Principles
25-Mar	Discussion	Ordinance: Street Sweeping
25-Mar	Discussion	Five-Year Water Infrastructure Plan (Strategic Plan)
8-Apr	Consent	Municipal Election
22-Apr	Presentation	Proclamation in Recognition of the Armenian Genocide
22-Apr	Consent	Resolution: Relinquishing Santa Anita Canyon Road to L.A. County
22-Apr	Consent	Warrants
22-Apr	Consent	Historical Society MOU
22-Apr	Discussion	City Council Reorganization
25-Apr	Special	Strategic Planning Retreat
13-May	Presentation	Recognition of Sierra Madre Older American
13-May	Presentation	Water Conservation Update
13-May	Consent	Resolution: H.E.R.O. Program
13-May	Consent	Out To Bid for FY 13/14 Street Project
13-May	Consent	Warrants
13-May	Consent	Acceptance of Library Grant
13-May	Discussion	Development Impact Fees
13-May	Discussion	City Council Liaison Appointments
13-May	Discussion	Adoption of Strategic Plan from April 25 Retreat
13-May	Discussion	Assessment Districts
13-May	Discussion	Facility Fee Waiver Policy Revisions
13-May	Discussion	Third Quarter Financial Reports / Mid-Year Budget Update

COMMUNITY SERVICES

SENIOR CENTER

The Senior Community Commission selected Richard 'Dick' Johnson as the 2014 Sierra Madre Older American of the Year. A reception in his honor will be held in May.

On Wednesday, February 12th, legal appointments and tax consultations were held at the Hart Park House; however, Chair yoga was cancelled as the instructor was ill.

HUCK FINN

Campsites for the annual Huck Finn Campout sold out on Thursday, March 13, 2014; sixty campsites were available. A waitlist will be taken in the event that current participants are not able to attend.

EXCURSIONS

Registration for the Whale Watching trip has closed with 25 participants making reservations to attend on Saturday, March 22, 2014. Additionally, the Palm Springs Follies trip on Friday, April 11, 2014 is sold out with 20 individuals on the waitlist. Registration is still available for the May 16, 2014 trip to the Ronald Reagan Presidential Library and June 20, 2014 trip to the Aquarium of the Pacific.

MOUNT WILSON TRAIL RACE

The Committee met on Tuesday, March 11, 2014 for their regular monthly meeting. Sierra Madre School student Kaia Wilson was selected to sing the National Anthem on race day. Beginning Saturday, March 22, 2014 race sponsor *Run With Us* is hosting a shoe display at the Saturday morning Training Runs every other Saturday. Participants will have the opportunity to try on and test new shoes.

COMMUNITY SERVICES COMMISSION

The next Community Services Commission is Monday, March 17th at 6:30 pm in the Council Chambers. The Commission is scheduled to review reports on the Art Fair, Nursery School Carnival, 4th of July Festivities, Mount Wilson Trail Race, Waterworks Aquatics and a fee waiver for the Rose Float Association

DEVELOPMENT SERVICES

PLANNING COMMISSION

The Planning Commission held their meeting on March 6, 2014, and took action on the following items: 1) approved a CUP to allow construction of a new garage and house addition with a proposed cumulative building floor area of 4,880 square feet for the property at 448 W. Highland Ave., and 2) Conducted a workshop on the three proposed Stonegate projects at 610, 630, and 638 Baldwin Court, and provided direction and feedback on design changes that could be done to comply with Stonegate Design Guidelines, to reduce architectural massing and bulk. The applicant representative, Richard McDonald, stated that he will meet with his client and project architect, and work with City staff, to determine when they will return before the Planning Commission.

The next Planning Commission meeting is March 20th, at 7pm. The one item on the agenda is review of the draft General Plan Update document, Land Use Chapter, regarding Commercial, Artisan Mixed Use, Central Core Area (Measure V), Institutional, Municipal Government, Open Space (Constructed and Natural) land use designations, and Historic Preservation.

HUMAN RESOURCES

RISK MANAGEMENT

This week staff meet with the CJPIA Risk Manager who reviewed the progress the City has been making on addressing items on the last Risk Management Evaluation. The City has been making great progress in completing all its items.

VOLUNTEER SQUARED

Links to the new online volunteer software are up and live on the City's website. This is a "soft-launch" as there is still work to be done entering all the volunteer opportunities; staff will be continually working on this over the next few months. Staff has also begun to train existing volunteers on how to use the software to log assignments and hours.

RECRUITMENT

Open Recruitments

- Part-time Accountant

Closed Recruitments

- Part-time Code Enforcement Officer
- Part-time Library Page
- Fire
  - Part-time Fire Engineer
  - Part-time Paramedic
- Police
  - Part-time Community Services Officer
- Public Works
  - Part-time Water Pump Operator
  - Maintenance Worker

Pending Recruitments

- Police Officer

LIBRARY SERVICES

Library Board of Trustee Meeting: Wednesday, March 26, 2014 at 7:00 pm, City Hall

PROGRAMS

Signups for our popular parenting workshops have begun:

- *1,2,3 Play With Me*, a free program for children from birth to 36 months and their caregiver will be held beginning in April, on Tuesdays from 9-11:30 am, in the library.

Baby Rhyme Time:

- A new story time for babies 6-24 months will begin in May. These twenty-minute storytimes will introduce songs, finger plays, and books to babies and toddlers. Story times will take place on Tuesdays at 10:00 am, are free, and do not require registration. Please call the library for further information: (626)355-7186

Third Thursday Book Club: Thursday, 11:00 am, March 20, 2014. *The River of Doubt: Theodore Roosevelt's Darkest Journey by Candice Miller*

Teen Book Club: Wednesdays at 4:00 pm. *Shadow Bone by Leigh Bardigo.*

ART AND ESSAY CONTEST

Sixteen winners of the "So Much To See, So Much To Do @ Sierra Madre Public Library" art and essay contest will be announced at a special event on:

- Monday, March 17, 2014
- 4:00 pm
- Children's Room, Sierra Madre Public Library

We received 126 entries from local students in grades K-8. Winners will receive cash awards for their efforts and creativity. This program is supported by the Friends of the Library, Community Foundation, Civic Club, Kiwanis, and Rotary Club. Please join us to meet our winners and enjoy light refreshments.

TEEN DOCENT LOCAL HISTORY TOURS

Our Teen Docents will be providing local history tours in March. You will be surprised at how much they know about our town! Each tour last about 15-20 minutes.

Tours at Local History Room in Library

- Saturday, March 15, 1:30 pm and 2:15 pm
- Saturday, March 22, 1:30 pm

Tours at the Richardson House

- Saturday, March 15, 11:10 am
- Saturday, March 29, 11:10 am

LOCAL HISTORY REQUEST

Requests for information from our Local History collection have greatly increased. This past month we had seventeen special requests. One very interesting request came from a television station in the Netherlands wanting information on Louis van Iersel. He was born a Dutchman, fought in the American Army in WW1, and later settled and lived in Sierra Madre. He was featured as the Grand Marshal in the 1976 4th of July Parade in town. We were able to provide photos and information on Mr. van Iersel to help support this project!

POLICE DEPARTMENT

HUMANE SOCIETY REPORT

Attached is the most current report from the Pasadena Humane society.

pasadena humane society & spca

compassion and care for all animals

Animal Control
2/1/2014 to 2/28/2014
SIERRA MAD

Field Officer Statistics
2/1/2014 to 2/28/2014
SIERRA MAD

	ASST	DEAD	INV	PATROL	STRAY	TRANS	UNLOAD	WILD	XSERV	**TOTAL**
	0	0	0	20	0	0	0	0	1	**21**
ANIML	0	0	0	0	0	1	4	0	0	**5**
CONF	0	0	0	0	2	0	0	0	0	**2**
DMSTC	0	1	0	0	0	0	0	0	0	**1**
INJ	0	0	0	0	0	0	0	2	0	**2**
MUNI	0	0	3	0	0	0	0	0	0	**3**
NEG	0	0	1	0	0	0	0	0	0	**1**
PHS	1	0	0	0	0	0	0	0	0	**1**
RELO	0	0	0	0	0	1	0	0	0	**1**
ROAM	0	0	0	0	1	0	0	0	0	**1**
SICK	0	0	0	0	0	0	0	1	0	**1**
WILD	0	2	0	0	0	0	0	0	0	**2**
TOT	**1**	**3**	**4**	**20**	**3**	**2**	**4**	**3**	**1**	**41**

Impounded Animal Report
is between 2/1/2014 and 2/28/2014
SIERRA MAD

		ACTIVE	DECEASED	**TOTAL**
BIRD	DOVE	0	1	1
CAT		2	2	4
DOG		2	0	2
RODENT	SQUIRREL	0	1	1
TOTAL		4	4	8

Wildlife Impounded Animal Report for All Cities

2/1/2014 to 2/28/2014

SIERRA MAD

		DECEASED	**TOTAL**
BIRD	DOVE	1	**1**
	Total	**1**	**1**
RODENT	SQUIRREL	1	**1**
	Total	**1**	**1**
TOTAL		**2**	**2**

Live Animal Intake Reason Report

2/1/2014 to 2/28/2014

SIERRA MAD

		FERAL	REQ EUTH	RTRN 3MO+	SNIP	**TOTAL**
CAT		1	1	0	0	2
DOG		0	0	1	1	2
TOTAL		**1**	**1**	**1**	**1**	**4**

Euthanasia Reason Report
2/1/2014 to 2/28/2014
SIERRA MAD

		EUTH		TOTAL
		NA FERA	**Total**	
CAT		2	2	**2**
TOTAL		**2**	2	**2**

Animals Euthanized for Space: 0

Owner Requested Euthanasia Reason Report

2/1/2014 to 2/28/2014

SIERRA MAD

		REQ EUTH		TOTAL
		NA OLD	Total	
CAT		1	1	**1**
TOTAL		**1**	1	**1**

Animal Outcome Report

2/1/2014 to 2/28/2014

SIERRA MAD

		EUTH	REQ EUTH	SNIP	TOTAL
CAT		2	1	0	3
	Total	**2**	**1**	**0**	**3**
DOG		0	0	1	1
	Total	**0**	**0**	**1**	**1**
TOTAL		**2**	**1**	**1**	**4**

Animals Still Here at End of Month
as of 2/28/2014
SIERRA MAD

	ACTIVE
DOG	1
TOTAL	1

RTO List for SIERRA MAD
During from 2/1/2014 to 2/28/2014

DATE OUT	TYPE	AID #	RECPT #	PRICE	PID #	NAME (FIRST LAST)	STREET	CITY, STATE ZIP
								,

Impound Fee Totals for =

Impound Fee Totals for SIERRA MAD =