#### City of Sierra Madre

### Memorandum

**To:** Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

**Date:** June 8, 2012

**Subject:** City Manager's Report

#### **CITY MANAGER**

#### COMMISSIONER UPDATE

As a reminder, beginning July 1<sup>st</sup>, we have a number of termed-out Commission positions. There will be vacancies on the following Commissions due to Commissioners serving-out their terms:

- Library Board of Trustees One Trustee is termed out
- Planning Commission- Two Planning Commissioners are termed-out
- Community Services Commission (Youth position)
- Senior Commission One Senior Commissioner is termed-out

There are an adequate number of applications for the Library Board of Trustees vacancy, and 4 applications have been forwarded to the Council. Consideration of this vacancy is scheduled for the Council's June 26<sup>th</sup> meeting. At this time one application has been received for Senior Commission and three applications have been received for the Planning Commission. If you know anyone who is interested in volunteering on a Commission, please direct them to the City's website or the City Manager's office.

#### STAFF REORGANIZATION

We are getting closer to the July 1<sup>st</sup> staff reorganization date. Among other changes, on July 1<sup>st</sup>, the Community and Personnel Services Department will officially be separated into the Community Services Department and the Personnel Department. I will be the "Department Head" for Community Services and met with the staff this week to talk about the reorganization and the reassignment of duties.

#### DATES FOR YOUR CALENDAR

Dates for The Council's calendar:

- June 20th Friends of the Library Annual Dinner at 6:30 pm
- July 4<sup>th</sup> Parade

#### THIS WEEK'S MEETINGS

Please note that the agenda is available on the City's website approximately 72 hours before the meeting.

This week's meetings are:

- Monday, June 11<sup>th</sup> Continued Planning Commission meeting at 7:00 pm
- Tuesday, June 12<sup>th</sup> City Council meeting, Closed Session beginning at 5:00 pm, Regular meeting beginning at 6:30 pm

#### OVERSIGHT BOARD

You may have heard, or seen recent newspaper articles regarding the Pasadena Community College District's appointee to Sierra Madre's Oversight Board. Mr. Richard Van Pelt was placed on administrative leave by the District, after investigators from the Los Angeles County District Attorney's Office searched his home as part of an investigation. Mr. Van Pelt was actually the District's appointee to five Oversight Boards (for all of the cities served by the District). As he was the District's appointee, there is no action for the City to take, and we will wait to see if the District appoints a new individual.

#### 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.

26-Jun	City	Consent	Fund Balance & GASB 54
26-Jun	City	Consent	Warrants
26-Jun	City	Consent	Revision: Public Retention Policy
26-Jun	City	Consent	Appropriations Limit
26-Jun	City	Consent	Award of Bid for Transportation Services
26-Jun	City	Consent	Terms & Conditions of Employment for Fire Capt.
26-Jun	City	Consent	JPIA Resolution for Workman's Comp for Volunteers
26-Jun	City	Public Hearing	Kensington (tentative - currently with Planning Commission)
26-Jun	City	Public Hearing	Ordinance to Recover Legal Fees
26-Jun	City	Discussion	Bid for Legal Services (Koerber)
26-Jun	City	Discussion	Appointments to Board and Commissions for FY 2013
26-Jun	City	Discussion	Appointment to Library Board of Trustees for FY 2013
26-Jun	City	Discussion	Building Inspection Services
26-Jun	City	Discussion	CMP Local Development

26-Jun	City	Discussion	AT&T/T-Mobile agreement
26-Jun	City	Discussion	Middle School Discussion
10-Jul	City	Consent	Approval of finance agreement for One Carter Storm Drain
10-Jul	City	Consent	Warrants
10-Jul	City	Consent	Facility & Program Policy
10-Jul	City	Consent	Conflict of Interest Statement
10-Jul	City	Public Hearing	Kensington (tentative - currently with Planning Commission)
10-Jul	City	Discussion	City Council Succession Policy (Koerber)
10-Jul	City	Discussion	Strategic Plan Update
10-Jul	City	Discussion	Technical Background Report - GPSC (Strategic Plan)
10-Jul	City	Discussion	Public Facility Fees
10-Jul	City	Discussion	General Plan Land Use Alternatives (Strategic Plan)
24-Jul	City	Consent	Warrants
24-Jul	City	Public Hearing	Kensington (tentative - currently with Planning Commission)
24-Jul	City	Public Hearing	Revised TUP Guidelines (tentative)
24-Jul	City	Discussion	Rose Float Association (Harabedian)
24-Jul	City	Discussion	Water Conservation Ord Penalty, Appeals, & Phase 3
24-Jul	City	Discussion	Update: Redline General Plan from GPSC (Strategic Plan)
24-Jul	City	Discussion	Annual Water Revenue Review

#### **COMMUNITY SERVICES**

#### **SENIORS**

The 2nd annual Community Yard Sale scheduled for Saturday, June 9th - 8 am to 12 noon -- is sold out with 20 booths (21 with the Senior Commission booth)! We are promoting the event to get people out to shop as well as looking for items that can be sold in the Senior Commission booth.

The monthly senior movies will begin in July and staff is working to complete the licensing paperwork. The June 7th Commission meeting focused on finalizing the dates for the movies, the July concert in the park (Seniors Rock) and the September 22<sup>nd</sup> Wellness in the Park. Tickets are now on sale for the community excursion to the Pageant of the Masters in Laguna on Friday, July 13th.

#### WATERWORKS GRAND OPENING

Waterworks Aquatics begins providing aquatic programming at the Sierra Madre Aquatic Center this Saturday, June 9, 2012. Waterworks Aquatics will provide a full roster of services including: groups and private swim lessons, public swim, lap swim, swim team and youth mentorship program. Waterworks Aquatics operates a year-round program.

#### SMTV3 COMMUNITY CABLE TELEVISION PROGRAMMING COMMITTEE

Committee member, Glenn Brown, had a great time being the MC for the Mount Wilson Trail Race taping with KGEM/CMF. Jay Chapman (Mt. Wilson Trail Race Committee Member) and Mark Clark from CMF will be working on the footage of the event this next month. The committee's next meeting is scheduled for Wednesday, September 5th at 7:30am at the Youth Activity Center (the July meeting is cancelled due to the July 4th holiday).

#### **DEVELOPMENT SERVICES**

#### 6/7 PLANNING COMMISSION MEETING

The Planning Commission held their meeting Thursday night, June 7. The Planning Commission took the following actions:

- Continued the Kensington Assisted Living facility project to a special meeting on Monday, June 11, at 7:00 pm. The Commission generally was in favor of the updated project plans, but expressed that they didn't have enough time to review the updated Specific Plan provided by the applicant, and therefore, deferred consideration of the CUP, zone text amendment (overlay zone), and Specific Plan until next Monday night. The applicant also agreed to remove/revise language in the Specific Plan that staff recommended. The PC did find that the Initial Study/ MND (environmental impact analysis) was sufficient, however, they decided that all items will be considered on Monday night.
- Continued the CUP appeal request for the construction of a new residence at 756 Auburn (to exceed the 4,000 sq.ft. limit) to the June 21 meeting as requested by the applicant, Rick Meaglia.
- Approved the CUP request for 190 Oak Meadow Road (for building additions that in total will exceed the 4,000 sq.ft. limit).

#### THE BRITISH HOME - PROPOSED CUP AND MASTER PLAN

Development Services Department has received an application to increase the size of the British Home property, located at 647 Manzanita Ave. The British Home recently acquired the abutting single-family residential property at 676 Ramona Ave., located just to the west. The existing British Home site is 2.27 acres, and with the 9,880 square foot acquisition of land, the site would increase to 2.5 acres. The assisted living facility is currently licensed for 41 residents. The Master Plan entails demolition of the existing residence at 676 Ramona and new construction of approximately 4,000 square feet, comprised of a new 3,300 square foot cottage located at the 676 Ramona site, and a 700 square foot addition to an existing dining hall within the campus. The addition of 6 off –street parking spaces would be added. The proposal includes increasing the number of residents to a maximum of 60. Development Services staff is currently reviewing the plans for completeness, and it is anticipated to be reviewed by the Planning Commission in late July or August.

#### **HUMAN RESOURCES**

#### RECRUITMENT

- PT Records Clerk Backgrounds
- PT Code Enforcement Officer –applications under review
- Accounting Manager Testing scheduled for June 20th
- Account Tech Recruitment on hold
- Electronic Resources Analyst Second interviews June 6th
- Police Desk Officer/Dispatcher Chief's Interviews were May 25, 2012
- Police Sergeant need to re-advertise the opening, evaluating options, have had 8 recruitments for this position in 5 years

- Fire Captain Testing June 5th & 6th
- Water Pump Operator Flyer/recruitment material being created

#### LIBRARY SERVICES

#### ELECTRONIC RESOURCES ANALYST INTERVIEWS

Final Interviews have been held for this position. An announcement will be made within two weeks regarding the successful candidate who is slated to begin July 1, 2012.

#### EREADER PROGRAMS AND TRAINING SET FOR JUNE AND JULY

Patrons are invited to the library to learn how to download free eBooks to a Kindle, iPad, Nook and other mobile devices. The library owns all of the above devices and is excited to show patrons how easy it really is to use and read an eBook!

#### MORNING SESSIONS

SATURDAY, JUNE 9, 10-11:30AM MONDAY, JUNE 25, 10-11:30AM SATURDAY, JUNE 30, 10-11:30AM SATURDAY, JULY 7, 10-11:30AM WEDNESDAY, JULY 25, 10-11:30AM

#### **EVENING SESSIONS**

TUESDAY, JUNE 19, 7-8:30PM TUESDAY, JULY 17, 7-8:30PM MONDAY, JULY 30, 7-8:30PM

Registration is required, please call the library for more details.

#### FRIENDS HOLD VOLUNTEER RECOGNITION EVENT

The Friends of the Sierra Madre Library will be honoring their outstanding volunteers at their Annual Dinner meeting on Wednesday, June 20 at 6:30 pm. At the invitation only event, dinner will be served and installation of the new Officers and Directors for 2012-2013 will be held. Each year many Friends volunteers hold fundraising events to help support the library. The events include a wine tasting, an art fair, and book sales. Proceeds directly support the library collections and special projects.

#### LIBRARY SURVEY

Community members of Sierra Madre will have a chance to weigh in on current and future library services they would like to have offered by the Library. Beginning in July, and continuing in August, a library survey will be mailed out in the water bill. Patrons can return the survey along with their water bill or drop it off in the Library. We value the comments of our patrons and look forward to hearing from them.

#### **POLICE DEPARTMENT**

PASADENA HUMANE SOCIETY

See the attached monthly report.

#### **PUBLIC WORKS**

WELL 6 BACK ON-LINE

The extended down time for Water Department well # 6 has ended. The well is fully functional and back on line. Staff has had the electric well motor tested and it is operating at 72% efficiency. This is considered quite good, as the absolute optimum of 78% is very hard to reach. While the efficiency testing team was here, we had them test our Booster Pump Number 7. It is our last motor that has not been upgraded and it's performance shows it, with an efficiency rating of 50%. Staff is obtaining information on Edison funding for upgrading that motor to achieve higher efficiency and improved energy conservation.

Attachments (1)



## pasadena humane society & spca

compassion and care for all animals

# Animal Control 5/1/2012 to 5/31/2012 Sierra Madre

#### Field Officer Statistics 5/1/2012 to 5/31/2012 SIERRA MAD

	ASST	DEAD	INV	OWNED	PATROL	RESCU	STRAY	TRANS	WILD	XSERV	TOTAL
	0	0	0	0	15	0	0	0	0	3	18
ANIML	0	0	0	0	0	0	0	1	0	0	1
BITE	0	0	1	0	0	0	0	0	0	0	1
CONF	0	0	0	0	0	0	7	0	1	0	8
DMSTC	0	1	0	0	0	0	0	0	0	0	1
INJ	0	0	0	0	0	0	1	0	5	0	6
MUNI	0	0	3	0	0	0	0	0	0	0	3
OTHER	0	0	0	0	0	2	0	0	0	0	2
PHS	1	0	0	0	0	0	0	0	0	0	1
RELO	0	0	0	0	0	0	0	1	0	0	1
REQST	0	0	0	1	0	0	0	0	0	0	1
ROAM	0	0	0	0	0	0	2	0	9	0	11
SICK	0	0	0	0	0	0	1	0	0	0	1
WILD	0	5	0	0	0	0	0	0	0	0	5
TOTAL	1	6	4	1	15	2	11	2	15	3	60

#### Impounded Animal Report

#### **is between** 5/1/2012 and 5/31/2012

#### **SIERRA MAD**

		ACTIVE	DECEASED	TOTAL
BIRD		2	0	2
	DUCK	1	0	1
CAT		3	1	4
DOG		9	0	9
MAMMAL	OPOSSUM	1	0	1
	RACCOON	1	0	1
REPTILE	SNAKE	2	0	2
	TURTLE	2	0	2
RODENT	RAT	0	1	1
	SQUIRREL	2	4	6
TOTAL		23	6	29

# Wildlife Impounded Animal Report for All Cities 5/1/2012 to 5/31/2012 SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD	DUCK	1	0	1
	MOCKINGBIRD	1	0	1
	OWL	1	0	1
MAMMAL	OPOSSUM	1	0	1
	RACCOON	1	0	1
REPTILE	SNAKE	2	0	2
	TURTLE	2	0	2
RODENT	RAT	0	1	1
	SQUIRREL	2	4	6
TOTAL		11	5	16

## Live Animal Intake Reason Report 5/1/2012 to 5/31/2012 SIERRA MAD

		OWNER	REQ EUTH	STRAY	WILD	TOTAL
BIRD		0	0	0	2	2
	DUCK	0	0	0	1	1
CAT		1	1	1	0	3
DOG		0	3	6	0	9
MAMMAL	OPOSSUM	0	0	0	1	1
	RACCOON	0	0	0	1	1
REPTILE		0	0	2	2	4
RODENT	SQUIRREL	0	0	0	2	2
TOTAL		1	4	9	9	23

#### Euthanasia Reason Report 5/1/2012 to 5/31/2012 SIERRA MAD

		NA INJURE	NA SICK	TOTA L
BIRD		1	0	1
MAMMAL	OPOSSUM	0	1	1
	RACCOON	0	1	1
REPTILE		1	0	1
RODENT	SQUIRREL	1	0	1
TOTAL		3	2	5

# Animal Outcome Report 5/1/2012 to 5/31/2012 SIERRA MAD

		DIED	ЕОТН	RELEASE	REQ EUTH	RTO	TNR	TRANSFER	TOTAL
BIRD		0	1	0	0	0	0	1	2
	DUCK	1	0	0	0	0	0	0	1
CAT		0	0	0	1	0	1	0	2
DOG		1	0	0	3	4	0	0	8
MAMMAL	OPOSSUM	0	1	1	0	0	0	0	2
	RACCOON	0	1	0	0	0	0	0	1
REPTILE	SNAKE	0	0	2	0	0	0	0	2
	TURTLE	0	1	0	0	0	0	0	1
RODENT	SQUIRREL	0	1	1	0	0	0	0	2
	TOTAL	2	5	4	4	4	1	1	21

## Animals Still Here at End of Month as of 5/31/2012 SIERRA MAD

	ACTIVE
BIRD	2
CAT	2
DOG	1
OTHER	2
TOTAL	7

#### RTO List for SIERRA MAD During from 5/1/2012 to 5/31/2012

DATE OUT	TYPE	AID#	RECPT#	PRICE	PID#	NAME (FIRST LAST)	STREET	CITY, STATE ZIP
5/10/12	DOG STRAY	A305872	R12-099910	20.00	P251469	MONICA BJEL	1032 VOLANTE DR	ARCADIA, CA 91007
5/23/12	DOG STRAY	A302648		0.00	P248790	STEVE MARDIROS	191 N BALDWIN AVE	SIERRA MADRE, CA 91024
5/26/12	DOG STRAY	A306828			P059905	CYNTHIA GONZALES	145 S BALDWIN AVE	SIERRA MADRE, CA 91024
5/31/12	DOG STRAY	A306782	R12-101168	20.00	P252411	LAURA PERREIRA	635 SIERRA MEADOWS DR	SIERRA MADRE, CA 91204

Impound Fee Totals for SIERRA MAD = \$40.00