City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: June 28, 2012

Subject: City Manager's Report – Revised 7/2/2012

CITY MANAGER

Dates for Your Calendar

Dates for The Council's calendar:

- July 4th Parade
- Honors Dinner Thursday, Sept 13th at the Alverno Villa

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:

- Tuesday, July 3rd General Plan Steering Committee CANCELLED
- Thursday, July 5th Senior Community Commission 3:00 pm
- Thursday, July 5th Planning Commission CANCELLED

4TH OF JULY

The 4th of July festivities begin on July 3rd. The annual Beer Garden, concert, and non-profit booths will be open on July 3rd 5-10 pm; the July 4th Firecracker Fun Run will take place from 8-9:30 am on Wednesday morning, followed by the parade and Community Picnic at Sierra Vista Park.

The parade begins at 10 a.m. Please check-in at 9:00 a.m. with either Meredith Keith or Chuck Dorsett at the corner of Sierra Madre Blvd. and Sunnyside. There will be a complimentary breakfast at the Woman's Club beginning at 8 a.m. If you have any questions or issue, please call Meredith at (626) 277-7098.

COMMISSIONER UPDATE

This information was in last week's report – but we are still short on Commissioner applications for vacancies. As a reminder, beginning July 1st, we have a number of termed-out Commission positions. There will be vacancies on the following Commissions due to Commissioners serving-out their terms:

- Planning Commission- Two Planning Commissioners are termed-out
- Senior Commission One Senior Commissioner is termed-out; One Commissioner does not want to be reappointed.
- Tree Advisory Commission One Commissioner is moving out of Sierra Madre

At this time one application has been received for Senior Commission and six applications have been received for the Planning Commission. (You will note that the Planning Commission appointments have been scheduled for the July 24th meeting.) 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.

PLANNING COMMISSION APPOINTMENTS

As mentioned previously, Planning Commission appointments are scheduled for the July 24th City Council meeting. Six (6) applications have been included in the City Council's mail.

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-Jul	City	Presentation	Retiring Employees: Lisa Volpe, Chris Morrison
10-Jul	City	Presentation	Middle School Update
10-Jul	City	Consent	CUP: Household Hazardous Waste Round-Up
10-Jul	City	Consent	AT&T / T-Mobile agreement
10-Jul	City	Consent	One Carter/Stonegate Pedestrian Easement
10-Jul	City	Consent	One Carter/Stonegate Conservation Easement
10-Jul	City	Consent	Award of Design Contract for Street Project
10-Jul	City	Consent	Facility & Program Policy
10-Jul	City	Consent	Warrants
10-Jul	City	Consent	Workers' Compensation
10-Jul	City	Public Hearing	Ordinance: Recovery of Legal Fees
10-Jul	City	Public Hearing	Kensington Project (Strategic Plan)
10-Jul	City	Discussion	City Council Succession Policy (Koerber)
10-Jul	City	Discussion	Building Inspection Services
10-Jul	City	Discussion	GPSC Technical Background Report (Strategic Plan)
10-Jul	City	Discussion	Middle School Discussion
24-Jul	City	Consent	Warrants
24-Jul	City	Consent	Terms & Conditions of Employment for Fire Capt.
24-Jul	City	Public Hearing	Kensington Project
24-Jul	City	Public Hearing	Revised TUP Guidelines (tentative)

24-Jul	City	Discussion	Rose Float Association (Harabedian)
24-Jul	City	Discussion	Planning Commission Appointment
24-Jul	City	Discussion	Discussion : Ordinance: Water Conservation- Appeal & Phase 3
24-Jul	City	Discussion	Strategic Plan Update
24-Jul	City	Discussion	Update: Redline General Plan from GPSC (Strategic Plan)
24-Jul	City	Discussion	Annual Water Revenue Review
14-Aug	City	Consent	Quarterly Financial Report
14-Aug	City	Consent	Warrants
14-Aug	City	Discussion	Consideration of GAC to Commission status (Strategic Plan)
14-Aug	City	Discussion	Strategic Plan Update
11-Sep	City	Consent	Award of Bids for Janitorial and Grounds Maintenance
11-Sep	City	Consent	RFP Housing Element
11-Sep	City	Consent	Approval of finance agreement for One Carter Storm Drain
11-Sep	City	Consent	Warrants
11-Sep	City	Consent	Unaudited Balances and \$25,000 Contracts
11-Sep	City	Consent	Conflict of Interest Statement
11-Sep	City	Discussion	City Council Liaison Duties (Capoccia)
11-Sep	City	Discussion	Consideration of GAC to commission status (Strategic Plan)
11-Sep	City	Discussion	Plan to enhance on-line services (Strategic Plan)
11-Sep	City	Discussion	Plan to decrease sidewalk damage sites (Strategic Plan)
11-Sep	City	Discussion	Strategic Plan Update
11-Sep	City	Discussion	Discussion of Transportation: Dial-A-Ride and Gateway Coach
11-Sep	City	Discussion	Public Facility Fees
11-Sep	City	Discussion	Resolution: Transient Occupancy Tax Fee
11-Sep	City	Discussion	TAC recommendation for tree ordinance

COMMUNITY SERVICES

4TH OF JULY

A generous donation from the Sierra Madre Community Foundation, made it possible for the 4th of July Committee to renovate the Sierra Vista Park volleyball court on Saturday, June 16th. The Committee replaced the net and pole padding in addition to filling the area with new sand. This week the Committee completed the parade line up and mailer, which will be mailed to all the residents – you will notice the mailer does not request donations (although donations are always welcome) thanks to sponsors, this year's Committee has already raised more money than in the past 5 years!

SIERRA MADRE FARMERS MARKET

The City received payment of \$498.44 for market dates 5/16 - 6/13 from Raw Inspiration, Inc./CA Certified Farmers Markets, Inc.

ADULT SOFTBALL

The Sierra Madre Adult Co-Ed Softball League started on Sunday, June 25. Teams are now responsible for field set-up and clean-up and umpires are in charge of keeping score. There were no issues reported by any of the teams after the first day of games. The next scheduled game date is Sunday, July 1, 2012

RED CROSS CERTIFICATION

A First Aid and CPR/AED Red Cross certification course was held on Monday, June 25 from 6:00pm-9:30 pm at the Youth Activity Center. The course was made available to Volunteer Facility Attendants and interested staff and volunteers.

YMCA PARTNERSHIP FOR CHILD CARE/TEEN CENTER

Attached is the first addition of the Pasadena YMCA's newsletter highlighting summer programs and services provided to youth in Sierra Madre.

WATERWORKS AQUATICS

A facility project rebate request has been submitted from Waterworks Aquatics for replacement of the pool pump. This request will go to the Community Services Commission for review at their July 16th meeting.

DEVELOPMENT SERVICES

NEW VERIZON MONO" PALM" CELL SITE AT THE UNITED METHODIST CHURCH PROPERTY

A new Verizon mono-palm wireless facility has been recently constructed at the United Methodist Church property at 695 W. Sierra Madre Boulevard. See two photos. It should receive its final permit for operation within the next two weeks. This is the first mono"palm tree" wireless antenna facility in Sierra Madre, approved by the Planning Commission several months ago. It is



not the first faux tree wireless facility in Sierra Madre – there is an existing T-Mobile facility on the same Church property, which will soon be modified with a tenfoot extension in height to accommodate co-location of AT&T antennas, also approved by the Planning Commission several months ago. This AT&T co-location is anticipated to be completed by August or



September 2012, and should improve service for AT&T users along the west portion of Sierra Madre. Another T-Mobile monopine facility is located in the City yards.

GENERAL PLAN STEERING COMMITTEE (GPSC)

The GPSC cancelled their regular meeting on July 3, due to the July 4th festivities in town, and moved the meeting to a special meeting on July 12th. At their last all-day meeting on June 3rd, the GPSC broke into assigned subcommittees (Editing Committee, Implementation, Appendix, and Land Use Map) and are working between now and the next meeting to complete their assigned tasks to draft an updated General Plan. Volunteers are also working on identifying possible opportunity sites in the City for the purpose of the environmental review (EIR) and the possible land use build-out scenarios that must be incorporated into the General Plan.

HUMAN RESOURCES

RECRUITMENT

- PT Records Clerk Undergoing medical reviews
- PT Code Enforcement Officer –Applications under review
- PT Senior Specialist Application accepted through July 11, 2012
- PT Engineer II Recruitment was frozen in January, will resume with oral interviews in late July
- PT Paramedic Accepting applications through July 20, 2012
- Accounting Manager Oral interviews took place June 27, 2012; Second Interviews TBD
- Police Desk Officer/Dispatcher (1) Internal candidate to start June 23rd; (1) External candidate in backgrounds. A second testing is scheduled for July 21st for the third vacancy.
- Police Sergeant Need to re-advertise the opening, evaluating options, have had 8 recruitments for this positions in 5 years
- Fire Captain Interviews with the City Manager were held June 25, 2012
- Water Pump Operator Applications accepted through July 6, 2012

LIBRARY SERVICES

LIBRARY SURVEY

The community-wide library survey will begin July 2, to assess what residents want to see in their library. All are encouraged to take the time to fill out the survey which will be in their water bill, available online and at the library. Surveys can be returned along with their water payment, at the library or at City Hall. The survey will run through August. Results and comments will be reviewed and included in our strategic priorities for the upcoming year.

DREAM BIG-READ!

There is still time to sign up for our Summer Reading Program, open to all ages. Kids, teens, and adults read and can earn prizes! In addition there are programs for all to enjoy. Currently there are over 350 kids, 50 teens and 70 adults participating in the reading program.

SCHOLARSHIP COMMITTEE FORMED

The Board of Trustees approved a Scholarship Committee to promote awarding scholarships to library staff who are pursuing education towards professional librarianship. Established in 1991 by private donors, the fund is managed by the Friends of the Library and has been awarded to nineteen participants. The Scholarship Committee will be soliciting applications from library staff for the upcoming 12/13 academic year.

STAFF ATTEND AMERICAN LIBRARY ASSOCIATION CONFERENCE

The American Library Association held its annual conference in Anaheim June 22-25. Throughout the weekend, four full time staff and two part-time staff rotated their schedules and were able to attend workshops and visit the exhibit hall to view new library resources. The theme of this conference was "Transforming Our Libraries, Ourselves" which reflects our current library challenges, nationwide, of epublishing trends, reduced budgets, re-organized library organizations, staffing reductions, and realigning services to meet community needs. The Eph Konigsberg Foundation contributed funds to partially pay the registration for staff to attend this conference. Staff feel fortunate to have attend as this is considered "the gold standard" for innovative library trends.

UPCOMING PROGRAMS

Sign-ups for our Summer Reading Program "Dream Big- Read!" began June 18. Children, teens and adults can sign up for the program, read books, and earn prizes throughout the summer until August 11.

In addition, special family-friendly programs have been scheduled:

- Monday, July 9 at 10:00 am The Prince and the Pirates, Franklin Haynes Marionettes
- Saturday, July 14, at 10:00 am National Parks Program presented by Christopher Jarvi, former Associate Director for the National Park Service in Washington, D.C.
- Monday, July 23 at 10:0 am *Ukulady* songs to promote fearlessness and friendship
- Monday, August 6 at 10:00 am Up All Night, Animals of the Dark, Wildlife Company

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. Bring your own eReader device and we will show you how to download free eBooks.

MORNING SESSIONS

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

EVENING SESSIONS

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

Registration is required; please call the Library at 355-7186 for more details.

PUBLIC WORKS

DRACONIAN PERMIT LOOMS

The Los Angeles Regional Water Quality Control Board is set to adopt a new National Pollution Discharge Elimination System (NPDES) permit for the cities of Los Angeles County on September 7th. Public Works staff is now reviewing the recently released draft permit documentation and has followed the development of the permit by the LA Board for quite some time now. To say the permit is draconian is perhaps an understatement. The permit will require the City to modify its own NPDES, grading, and construction-related ordinances, institute new enforcement policies, develop plans for the mitigation and/or treatment of storm water runoff, modify water department operations, and build new databases for tracking of various permits and commercial uses. The Regional Board has turned a deaf ear to protests by LA County cities and LA County Public Works about the unfunded costs to implement the far-reaching requirements of the permit.

COG SPONSORS WORKSHOP ON STORM WATER PERMIT

The San Gabriel Valley Council of Government will present a workshop on the latest developments of the new storm water permit that is proposed to be adopted by the Los Angeles Regional Water Control Board on Wednesday, July 11th from 8:00am to 11:30am. The event will be held at The Garvey Center, 9108 Garvey Avenue, in Rosemead. A flyer has been included with this report.

This workshop is intended for all Mayors, City Council Members, City Managers, and applicable City Staff in the Los Angeles area that will be affected by the new regulations. The meeting will begin with general background information and then a presentation on how the new permit may affect individual cities, and regional watersheds in the following areas:

- Watershed Management programs and planning
- Development planning
- Construction
- Illicit connection/discharge detection and elimination procedures
- Potential public agency responsibilities/daily operational impacts
- Industrial and commercial inspections
- Total Maximum Daily Loads (TMDLs)

The meeting will conclude with a discussion of possible "next steps" that agencies may wish to consider.

Please let me know if you can attend this event by July 6th and I will RSVP on your behalf.

SUMMER MAGIC



FOR YOUTH DEVELOPMENT'S FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

PASADENA YMCA

2844 E. Foothill Blvd, Pasadena 91107

June 2012

Ymcala.org/Pasadena

WILD WEST EXTRAVAGANZA



GOLD RUSH

WILD WEST WEEK

Gold Rush Games!

Our summer day camp programs are kicking up their heels with last week's theme...Wild West. During the week the Y took the opportunity to read and discover how the "west was won" through an interactive Gold Rush game. Youth had to pan for gold, trade in their gold at the bank, buy horses to get to and from the general store to buy supplies and buy land. Some youth even got married. The Sierra Madre Center added a spin to their game with the teen center acting as the Sherriff's and Deputies to arrest youth, once arrested the youth had to bail themselves out in order to get back in the game. Additional pictures are attached

Knott's Berry Farm

In the mist of all our fun, youth were able to take some time out to explore Knott's Berry Farm. Norma Coombs (featured in this current publication) took part in watching a Wild West shoot out, took the train through the park and interacted with Linus and Lucy.

IN THIS ISSUE

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ENJOY THIS ISSUE?

Feel free to share this newsletter with anyone who you think may find it useful.

QUESTIONS, COMMENTS, IDEAS?

Jennifer Sullivan, the editor at jennifersullivan@ymcala.org

SUMMER READING PROGRAM

LOCAL LIBRARY VISITS

Every Tuesday our day camp programs walk to their local libraries for story time and to check out books. As we kick off our summer reading program, the Y is encouraging youth to keep their minds stimulated. The summer reading program will work with youth to set reading goals. The goals will be measured through pages read and material retained. Y staff will use trivia and vocabulary worksheets related to books we have read over the summer.

Week 4 will kick off our summer reading tracker where we will track pages read and provide incentives to those youth that stay stimulated. The local libraries are also providing summer reading incentives in conjunction with our programs. We would like to thank the librarians and volunteers of the Hastings Ranch and Sierra Madre Public libraries for supporting our youth in their summer reading goals. (Sierra Madre pictured below)



Community Partners

In addition to our summer reading program the Y was fortunate to have the Kids Dental Care come and teach youth about the importance of proper dental hygiene. All day camps participated in a presentation and activities that supported proper care of their teeth.



SIERRA MADRE -TEENS AND CHILD CARE

WHAT TO BRING?

As a Friendly reminder to all our parents it is important to send your child with the following:

Daily

- Water bottle
- Closed Toed Shoes
- Towel
- Sunscreen
- Positive Reinforcement ©

On Field Trips

- YMCA Shirt
- Closed Toed Shoes
- Water Bottle
- Back Pack to carry items purchased – staff love to carry items but 30 plus items can be cumbersome

WHEN DO WE SWIM?

Due to some unforeseen circumstances, we have finalized arrangements for swimming to take place at the Waterworks - Sierra Madre and the Duarte Pools for our summer camps. All youth in our programs must be swim tested. Dates and times of swim testing will be provided to the directing staff.

Sierra Madre Day Camps will swim on the Following days:

Teen Center – Thursdays Child Care – Fridays

Swimming for Sierra Madre will begin the week of June 25-29, 2012.

Due to PEF the **Norma Coombs** participants will not beginning swimming until the week of July 16-20. Information will be provided to the directing staff one week prior to the trip to notify parents of swim testing times and location.



CAMP PAYMENTS

As a friendly reminder all summer camp payments are due the Wednesday prior to the week of attendance. By receiving payment on Wednesday we are able to confirm our reservations for our excursions with an accurate number of participants.

HOW ARE WE DOING?

SURVEYS ARE OUT!

As we look back on our last few weeks of camp it is important for us to know how we are doing. Where can we improve and what is something that your child can't stop talking about.

Evaluations will be made available at each day camp location. Please take a moment and fill one out.

Thank you for continuing to trust us with your most precious possession ©

FOLLOW US ON FACEBOOK!

WWW.FACEBOOK.COM/PASADE NAYMCA

KNOTT'S TRIP NORMA COOMBS



SUMMER READING IN ACTION



SIERRA MADRE

GOLD RUSH



SAVE THE DATE



The San Gabriel Valley Council of Governments Presents

NPDES MS4 Permit Workshop

Please join us to discuss the draft National Pollutant Discharge Elimination System (NPDES) Municipal Separate Stormwater System (MS4) Permit for jurisdictions within LA County.

Who Should Attend: Mayors and Council Members, City Managers,
Public Works Directors, and all City Staff

Please RSVP by July 6th (626) 457-1800 csims@sgvcog.org

Wednesday, July 11th

8:00 am -11:30 am

The Garvey Center 9108 Garvey Avenue Rosemead, CA 91770