City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: July 20, 2012

Subject: City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- Meeting with Supervisor Michael Antonovich Wednesday, August 15 at 8:00 am, Only Place In Town
- Honors Dinner Thursday, September 13 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 24th: City Council meeting 6:30 pm
- Wednesday, July 25th: Library Board of Trustees 7:00 pm
- Thursday, July 26th: Green Advisory Committee 7:00 pm

BUSINESS FORUMS ROLL-OUT

We have scheduled the first of at least four Business Forums to present the Buxton report's *Consumer Propensity Reports*. This is the data that can be made available to our existing businesses to assist them in making inventory decisions regarding which products to carry in their establishments – based upon information available from Buxton regarding the items purchased by individuals in our market trade area, who are traveling outside Sierra Madre to obtain these items.

The first Business Forum is on Wednesday, August 1st at 3 pm in the Council Chambers. Other dates/times to follow. We have already posted information on our Facebook and will soon issue press releases, E-blasts, and we will also be mailing out postcards to local businesses.

FRESH & EASY WITHDRAWS APPLICATION

Fresh & Easy has notified the City that they are withdrawing their proposed project. According to the notice we received, representatives stated, "Please accept this letter as a formal withdrawal for the

Conditional Use Permit currently submitted and reviewed for the Fresh and Easy project proposed for 14 Sierra Madre Blvd. Our Client Fresh and Easy is currently re-evaluating all projects, and this project in particular has been canceled upon further review."

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.

(Please note, due to the August recess, the September 11th and 25th agendas have a significant number of action items – most likely agenda items will be re-scheduled to October and November meetings – but the determination of which specific items will be made closer to the date of the meetings.)

14-Aug	Consent	AT&T / T-Mobile agreement
14-Aug	Consent	One Carter/Stonegate Pedestrian Easement
14-Aug	Consent	Quarterly Financial Report
14-Aug	Consent	Warrants
14-Aug	Discussion	Consideration of G.A.C. to Commission status (Strategic Plan)
14-Aug	Discussion	Discussion - Ordinance Water Conservation- Appeal, Penalty & Phase 3
14-Aug	Discussion	Strategic Plan Update
14-Aug	Discussion	Annual Water Utility Revenue& Expenditure Review
15-Aug	Special	Breakfast meeting with Supervisor Michael Antonovich
11-Sep	Presentation	Retiring SMFD Employee - Chris Morrison
11-Sep	Consent	RFP Housing Element
11-Sep	Consent	Approval of finance agreement for One Carter Storm Drain
11-Sep	Consent	Warrants
11-Sep	Consent	Conflict of Interest Statement
11-Sep	Discussion	Funding for Infrastructure Improvements (Strategic Plan)
11-Sep	Discussion	Discussion of Transportation: Dial-A-Ride and Gateway Coach
11-Sep	Discussion	City Council Liaison Duties (Capoccia)
11-Sep	Discussion	Legal Services RFQ
11-Sep	Discussion	Strategic Plan Update
11-Sep	Discussion	Building Inspection Services
11-Sep	Discussion	GPSC Technical Background Report (Strategic Plan)
11-Sep	Discussion	Public Facility Fees
11-Sep	Discussion	TAC recommendation for tree ordinance
25-Sep	Consent	Award of Bids for Janitorial and Grounds Maintenance
25-Sep	Consent	Unaudited Balances and \$25,000 Contracts

25-Sep	Consent	Warrants
25-Sep	Consent	Record Retention Schedule Modification
25-Sep	Public Hearing	Revised TUP Guidelines (tentative)
25-Sep	Discussion	Ordinance: Water Conservation-Penalty
25-Sep	Discussion	Dapeer and Rosenblit rate increase (from 6/24 Council meeting)
25-Sep	Discussion	Evaluation of City Reorganization (Strategic Plan)
25-Sep	Discussion	Police Department staffing levels (Strategic Plan)
25-Sep	Discussion	General Plan Land Use Alternatives (Strategic Plan)
25-Sep	Discussion	Plan to decrease sidewalk damage sites (Strategic Plan)
25-Sep	Discussion	State of the Infrastructure
25-Sep	Discussion	Plan to replace trees lost in Wind Storm 2011 (Strategic Plan)
25-Sep	Discussion	Ferguson Contract (Harabedian)
9-Oct	Consent	Warrants
9-Oct	Consent	TUP: Halloween Happenings
9-Oct	Discussion	Plan to enhance on-line services (Strategic Plan)
9-Oct	Discussion	Update: Redline General Plan from GPSC (Strategic Plan)
9-Oct	Discussion	Discussion regarding contract for parking enforcement
9-Oct	Discussion	Revenue Discussion (variances, CUP, tree, tobacco, events)
9-Oct	Discussion	Park & Facility Master Plan

COMMUNITY SERVICES

CONCERTS IN THE PARK

The Senior Community Commission is sponsoring this Sunday's, July 22^{nd} concert at Memorial Park. The Silver Beatles is playing various hits from the Beatles from 6:00pm-9:00pm. The Senior Community Commission will be on-site to distribute information regarding senior programs and events and recruiting applicants for the Senior Community Commission. In addition, the SCC is distributing popsicles to patrons of the concert at no charge.

4TH OF JULY

Staff met with the 4th of July Committee on Tuesday, July 17 at the Community Recreation Center. The meeting focused on reviewing the 2012 event and pinpointing areas of improvement and change for 2013. The Committee thought overall the event went well, with increased participation on both July 3 and 4. The Commission focused on areas of improvement such as City support for information distribution, committee make-up, parade exit strategy, food trucks, non-profit booths and parade registration. The Committee would like to begin planning earlier for the 2013 event, starting in November. In addition the Committee would like to develop better lines of communication with the non-profit groups and host a health permit workshop to better educate groups on the process of obtaining a health permit.

SENIORS

A printer, two speakers and two webcams have been purchased for the Hart Park House using donation money designated by the Senior Community Commission. Staff worked with IT to install the computer equipment at the Hart Park House on Thursday, July 19. Seniors are now able to utilize Skype or other

video based services to communicate with family and friends and have access to a printer with scanner and copier capabilities.

ARTS ADVISORY COMMITTEE - ARTIST EXHIBIT & RECEPTION

Featured summer artist, Celeste Mendelsohn will have a special artist reception on Friday, July 20th from 6:00pm - 7:30pm at City Hall. For more information on Celeste Mendelsohn's art please visit http://celesteintheround.com. Her work will be on display at City Hall until Friday, August 3, 2012.

SMTV3 COMMUNITY CABLE TELEVISION PROGRAMMING COMMITTEE

The SMTV3 Committee is dark for the months of July and August. The Committee will resume their normal meeting schedule in September 5th. At that meeting, SMTV3 Community Cable Television Programming Committee will appoint a Chair to serve for a one (1) year term and discuss ideas about a weekly programming guide and request for sponsorships for Channel 98.

PARKS AND FACILITIES MASTER PLAN COMMITTEE

The next committee meeting will take place on Wednesday, July 31st at 6:00 pm. The Committee will be touring the park sites to review their current recommendations and goals to the plan.

WATERWORKS AQUATICS

Waterworks Aquatics will be hosting another Meet and Greet on Saturday, July 28th at 12pm at the Sierra Madre Aquatic Center. They will also be hosting a Safety Day at the Aquatics Center on Tuesday, 7/31 from 10:00am – 12:00pm. During the event, there will be a mock rescue. The Fire Department will be participating during the water rescue drill with Waterworks Aquatic staff.

POOL PUMP PROJECT

At the last Community Services Commission meeting, the Commission approved the Pool Pump project and eligibility for reimbursement in the amount of \$20,299.73. The computers that control the chemicals are not properly calculating the current levels. The new equipment will automatically calibrate the chemicals in the pool with limited oversight. It also has a communication module where it can email or text Waterworks Aquatic staff in charge of the pool when a problem arises. It will properly display the temperature of the heaters and allow for easy adjustment.

DEVELOPMENT SERVICES

FRESH & EASY PROJECT APPLICATION WITHDRAWN

Development Services staff received notification this week from the applicant representative for the Fresh & Easy project, withdrawing their project application to construct a market at 14 E. Sierra Madre Blvd. (Taylor's site). The applicant states that they are re-evaluating all of their development projects, and the Sierra Madre location has been cancelled. Recent news on Fresh & Easy reports that the company is pulling back on some of their new project developments, due to F&E underperforming in the US and not turning a profit, and that the rollout was too large and done too quickly.

JULY 19 PLANNING COMMISSION MEETING

The Planning Commission (PC) held its regular meeting on July 19, 2012. The PC had one public hearing, and after public comment and deliberation, approved a Certificate of Appropriateness application to allow replacement of brick veneer on the fireplace chimney located along the west elevation of a historic property at 427 West Highland Avenue (Decker House).

Nominations for Chair and Vice Chair were also conducted at the meeting. The PC appointed Bob Spears as Chair and John Vandevelde as Vice Chair, to serve the terms from July 2012 to June 2013.

RHNA Appeal Hearing July 12, 2012 – Appeal Denied

Councilmember Capoccia, MaryAnn MacGillivray, Director Castro, Director Inman, and I attended the RHNA Appeal Hearing on Thursday afternoon, July 12. The City submitted an Appeal to SCAG to reduce the City's RHNA allocation of 55 units to zero, based on water supply constraints for additional development and on the AB 2158 Factors submitted to SCAG previously. Former Mayor and Council Member MaryAnn MacGillivray presented the City's argument before the Appeal Board. SCAG staff responded to the Appeal Board that while the City's argument is that the water supply is declining, the City's water provider does not provide sufficient evidence that it cannot provide adequate water supply during the planning period (2013-2021), and therefore, SCAG staff's recommendation was to deny the City's appeal request. The Appeal Board voted to deny the appeal, with one dissenting vote (Margaret Finley, Los Angeles County representative). The final RHNA Allocation will be reviewed and finalized by SCAG's Community, Economic, Human Development (CEHD) Committee, and the State HCD (Housing and Community Development) will adopt the Final RHNA Plan by December 2012. Sierra Madre must submit a new Housing Element to the State HCD by October 31, 2013.

HUMAN RESOURCES

RECRUITMENT

- PT Code Enforcement Officer Interviews scheduled for July 26, 2012
- PT Engineer II Recruitment was frozen in January, will resume with oral interviews in late July / early August
- PT Paramedic Accepting applications through July 20, 2012, interviews scheduled for August 1
- PT Senior Specialist Application accepted through July 11, 2012, applications under review.
- Accounting Manager Final 2 candidates will be meeting with the Finance Director
- Police Desk Officer/Dispatcher written exam scheduled for Saturday, July 21, from 1-3pm
- Police Sergeant Need to re-advertise the opening, evaluating options, have had 8 recruitments for this positions in 5 years
- Fire Captain Conditional Offer Letters extended to 3 candidates, expected start date 08/12/2012
- Water Pump Operator Deadline for application submittal was July 6, 2012, reviewing 132 applications

EMPLOYEE APPRECIATION DAYS

Employee Appreciation Days began on Thursday, July 19th with a surprise "ice cream drop" to each department. Events will continue sporadically through Friday, August 17th and include departmental pizza lunches, Breakfast with the Mayor, Hawaiian Shirt Day, a BBQ Lunch and Wii Tournament, and concluding with City Pride Day, where all employees will wear their yellow City shirts, we will have an All-Employee Staff Meeting, and kick-off the new & improved "You Rock Award" program (the latter is a strategic plan objective).

HONOR'S DINNER

Staff is in full swing planning this year's Honor's Dinner. Invitations have been ordered and will go out in early August for the September 13th event. Nominations for the awards will be accepted until August 3rd. A

committee made up of last year's awardees, and the current Mayor will select this year's honorees. Please send in your nominations to city@cityofsierramadre.com!

HEALTHCARE REFORM

Staff participated in a Healthcare Reform Webinar on Thursday. Topics included the legal framework for the reform legislation, rules for plan years beginning after 9/23/2010 (dependent coverage, pre-existing conditions, no lifetime maximums, lifetime & annual limits, essential health benefits, rescission of coverage, choice of health care professional, emergency services, preventive services, claims and appeals), rules applicable 2012/2013 (rebates, reporting on W2, summary of benefits and coverage), rules applicable in 2014 (including all the information currently available on the exchanges, the shared responsibly payment for employers, and other employer cost considerations), and the excise tax which is slated to begin in 2018. As you know, this is an ever changing topic and staff continues to stay educated on the latest developments.

PERB CHARGE

News of the Police's Association's Unfair Labor Practice made the local media outlets this week. Staff has been consistent with answering the presses' questions, namely that the City does not believe it violated the MMBA in the implementation of the Terms and Conditions of Employment, and that it will file a response with Public Employee Relations Board (PERB). As the Council is aware, the City's response is due the end of this month.

LIBRARY SERVICES

LIBRARY SURVEY NOW ONLINE

Please take a few minutes and participate in our Library Survey which is now available on Library's webpage http://cityofsierramadre.com/departments/library

We want your help in deciding our Library Services programs and resources.

SUMMER READING PROGRAM FOR ALL AGES!

Sign-ups for our summer reading program "Dream Big - Read!" began June 18. Children, teens and adults can still sign up for the program, to read books, and earn prizes throughout the summer. The program ends August 11.

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

- 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 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
WEDNESDAY, JULY 25, 10-11:30AM

EVENING SESSIONSMONDAY, JULY 30, 7-8:30PM

Registration is required; please call the Library for more details at (626) 355-7186.

SEARCHING CITY DOCUMENTS ONLINE

City Council packets are now available online from the City's webpage. Please stop by the library anytime during open hours and we would love to show you how to access the meeting packets. Other Boards and Commissions have also begun putting their agendas and meeting packets online.

DIGITAL STORYBOARDS

Interested individuals will be going on a "field trip" to neighboring libraries to evaluate digital storyboards. Participants will see how other libraries are using this space saving technology to promote their local history collections. Designed in an "all in one display" these interactive displays could help Sierra Madre Library improve access to our local history collections such as

:

Photos

Oral histories

Letters & Correspondence

Famous People

Historic Homes

The field trips are:

Whittier Public Library, July 27, 2012 @ 10:30

Rancho Cucamonga Public Library, July 31, 2012 @ 10:30

For more information and to see about joining the trip, call the library at (626)355-7186 to sign-up.

POLICE DEPARTMENT

INDEPENDENT CITIES ASSOCIATION (ICA)

Interim Chief Giannone was an invited speaker at the ICA conference in San Diego last week. His topic pertained to the December Windstorms of 2011. Chief Giannone was one of five panelists who addressed issues the City faced, what we learned and what we could have done better.

PUBLIC WORKS

FOG WORKSHOP HELD

Director Inman led a workshop Tuesday for the City's food service establishments to familiarize them with the requirements of the City's Fats, Oils, and Grease (FOG) Ordinance. The meeting followed on multiple letters that staff has sent to local restaurants, private schools, churches, and other institutions which have commercial-grade kitchens. The workshop was attended by the owners of 8 Sierra Madre restaurants, Gooden School, Mater Dolorosa, and Sierra Madre United Methodist Church. The meeting was offered as preparation for food service establishment inspections by City Staff which will begin soon. One of the topics stressed was that these regulations are not just Sierra Madre regulations, but they reflect state and federal requirements. Staff also indicated repeatedly, that while we will work with the businesses in any way we can to minimize the impact on their operations, that the City must be able to demonstrate to the state that we are requiring compliance. The information provided by staff was well received by those in attendance.

PUBLIC WORKS EMPLOYEE LEAVES

Public Works staff member Bryan Rogers announced his departure from employment with the City this week. He came out on top of 600 applicants for a sewer maintenance position with the Los Angeles County Sanitation Districts. He starts with the County on July 30th. We will surely miss Bryan's talents on our sewer

crew, but it gives us a great deal of pride to know that our Public Works staff (Bryan and all the rest of our field staff) is of such caliber that they can "come out on top" in so great a field of applicants.

NPDES PERMIT TO BE ADOPTED

The Los Angeles Regional Water Quality Control Board is set to review and adopt a new NPDES Permit covering Los Angeles County and all the cities in LA County (except Long Beach) at its August 6/7 meeting. While staff understands that the City certainly supports efforts to clean up the region's waterways and coastline, in reviewing the proposed permit staff has found that the 500+ page permit is badly flawed. We have included a copy of the City's proposed comment letter that is due at the Regional Board by noon Monday. The letter references and supports a more detailed and extensive comment letter compiled by the LA Permit Group, an association of agencies throughout the County.

These letters are provided to update the Council on what will be the most onerous permit requirements the State has yet issued. In short, staff believes that the requirements of this permit are unattainable; that the City currently has no funding to implement any of the requirements, and that the voters are not likely going to want to tax themselves in order to meet the permit requirements.

The permit and all its attachments are available on-line at the Regional Board's website, or in hard copy at Public Works' offices in City Hall.