City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

September 6, 2012

Subject:

City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- Honors Dinner Thursday, September 13th at the Alverno Villa
- 3rd Business Forum Friday, September 14th at City Hall 7:00 am
- Council Strategic Plan Update Wednesday, October 24th at the Youth Activity Center 8 am to 3 pm

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:

- City Council meeting Tuesday, September 11 City Council 6:30 pm (Closed session at 5:30 pm)
- · No Commission meetings this week.

WELCOME FALL!

Welcome back from our brief summer recess. As you will see below, in the list of Upcoming Council Meeting Items, the next two months of meetings are packed with items! On Tuesday night we will be picking up where we left off last August 14th. In commemoration of September 11, 2001, we will begin the Council meeting with the Presentation of Colors by the Sierra Madre Fire Department and Police Department. Then the Council will be discussing and taking action to: appoint a Senior Community Commission member, deciding whether or not to amend the City's Water Conservation Ordinance, approving a new, revised transportation program, issuing an RFP for City Attorney Services and discussing City Liaison duties and responsibilities. The closed session is scheduled to begin at 5:30 pm, followed by the Regular Council Meeting at 6:30 pm. As a reminder, the complete agenda packet is available on the City's website at least 72 hours before the Council meeting.

NEW EMPLOYEES

Over the summer, a number of new employees began employment with the City. First, three new full-time and one part-time Fire Captain joined the Fire Department. The full-time Fire Captains are Greg Christmas, Mike Goth and Richard Snyder. The part-time Captain is Brent Bartlett. Our new full-time Finance Department Accounting Manager, Sonia Cruz also began employment with the City. These employees will be introduced at Tuesday's Council meeting.

Last, but not least, the new part-time Code Enforcement Officer, began work last week. Eric Wendling brings six years of prior experience as a Code Enforcement Officer for the City of Glendora, and has received certifications as a Code Enforcement Officer with the California Association of Code Enforcement Officers (CACEO), housing enforcement laws and property maintenance codes, criminal citations and the court process, investigative procedures, and has received Penal Code 832 training (peace officer standards and training). Eric's part time hours include weekday morning and afternoon hours, and occasionally weekend hours as necessary. We welcome Eric to Sierra Madre!

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 will be made closer to the date of the meetings.)

25-Sep	Consent	RFP Housing Element
25-Sep	Consent	Unaudited Balances and \$25,000 Contracts/Quarterly Financial Report
25-Sep	Consent	Warrants
25-Sep	Consent	Conflict of Interest Statement
25-Sep	Discussion	Evaluation of City Reorganization (Strategic Plan)
25-Sep	Discussion	Funding for Infrastructure Improvements (Strategic Plan)
25-Sep	Discussion	Building Inspection Services
25-Sep	Discussion	2008-2013 Housing Element Revision
25-Sep	Consent	One Carter/Stonegate Pedestrian Easement
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	Water Bond Refinancing
25-Sep	Discussion	Earthquake Insurance for Water System
9-Oct	Consent	Warrants
9-Oct	Consent	TUP: Halloween Happenings
9-Oct	Discussion	Plan to enhance on-line services (Strategic Plan)

9-Oct	Discussion	COG Discussion (Harabedian)	
9-Oct	Discussion	Resolution: Revised Commissioner Selection Process (Koerber)	
9-Oct	Discussion	Strategic Plan Update	
9-Oct	Discussion	Update: Redline General Plan from GPSC (Strategic Plan)	
9-Oct	Discussion	Public Facility Fees	
9-Oct	Discussion	Discussion regarding contract for parking enforcement	
9-Oct	Discussion	Ferguson Contract (Harabedian)	
9-Oct	Consent	AT&T / T-Mobile agreement	
9-Oct	Discussion	TAC recommendation for tree ordinance	
9-Oct	Discussion	Revenue Discussion (variances, CUP, tree, tobacco, events)	
23-Oct	Consent	Award of Bids for Janitorial and Grounds Maintenance	
23-Oct	Consent	Approval of finance agreement for One Carter Storm Drain	
23-Oct	Consent	Warrants	
23-Oct	Public Hearing	Revised TUP Guidelines (tentative)	
23-Oct	Discussion	186 W. Highland (Strategic Plan)	
23-Oct	Discussion	Ordinance: City Council Succession Policy (Koerber)	
23-Oct	Discussion	General Plan Land Use Alternatives/Build out (Strategic Plan)	
23-Oct	Discussion	Re-evaluation of City's Assessment Districts	
23-Oct	Discussion	Water Meter Replacement Options	
23-Oct	Discussion	Green Advisory Commission continued from 8/14/2012 meeting	
24-Oct	Special	Strategic Plan Retreat	

COMMUNITY SERVICES

CONCERTS IN THE PARK

The Concert in the Parks program concluded this past August 26. The 2012 concert series was extremely well attended in comparison to previous years. An event report will be completed for the Community Services Commission to review.

SUMMER FUN IN THE PARK

The Summer Fun in the Park program ended on Tuesday, August 28 with a tour of the Fire Department. The attendance for the final two activities was significantly lower than earlier dates. The program timeframe will need to be adjusted for 2013 in order to accommodate for an earlier start of school year. Most schools start their school year in mid-August which conflicts with the current timeline of the program. Due to the decreased attendance, the fitness activity on Thursday, August 30 was canceled.

SENIORS

The September Senior Moments newsletter was mailed to seniors on August 30. The newsletter circulation has increased as more seniors have begun to request their information be added to the mailing and email list. Currently the newsletter is mailed to 98 addresses and emailed to 27 contacts. The September newsletter included information on the expanded lunch program, movie series, excursions and free museum tickets.

The YWCA Lunch Program will again increase the number of available lunches starting the week of September 3, 2012. Originally the lunch program was limited to 18 meals per day in April 2012. The number was increased to 20 meals on August 20. The lunch program has experienced an increased interest and will expand to 22 meals. Senior Services Direct Don Herring of the YWCA indicated the program can expand to a maximum of 24 meals if the demand further increases.

The Hart Park House hosted a Lunch and Learn program on Wednesday, September 5 at 12:30pm. ComForcare is proving a presentation on fall prevention that includes a PowerPoint show. In addition they provided snacks and drinks for the seniors.

Wistaria Vine

The 2012 Fall/Winter Wistaria Vine was finalized on Tuesday, August 28. A final copy was sent to Ink Spots for printing and distribution. An online version of the Wistaria Vine will be available on the City website soon.

SENIOR COMMUNITY COMMISSION

The September Senior Community Commission is Thursday, September 6 at 3:00pm. Staff completed reports for the meeting which includes: Fall Yard Sale, Lunch Program Update and staff report. Staff posted the agenda online and at City Hall on Thursday, August 30.

COORDINATING COUNCIL

The September Coordinating Council is Thursday, September 6 at 12:00pm in the Youth Activity Center. The September meeting features a special presentation by the Sierra Madre Playhouse. Staff sent an email notification to members on Thursday, August 30.

PIO MEETING

The Public Information Officers (PIO) met on August 28. The Recreation Supervisor created a color and font scheme for standardization of City flyers. Staff also created several flyers for review to serve as future templates for City programs and events.

WELLNESS IN THE PARK/HEALTH FAIR

Staff held a Wellness in the Park/Health Fair meeting on Monday, August 27 with the Sierra Madre Chamber of Commerce. The meeting focused on securing sponsors and booth vendors for the event. The event is coming up on Saturday, September 22 at Memorial Park from 8:00am-12:00pm.

SMTV3 MEETING

Recreation Manager Kristi McClure ran her last meeting as City Liaison to the SMTV3 Committee on Wednesday, September 5. The committee appointed John Johnson to remain as committee chair for the upcoming year and Ward Callaway expressed his interest in renewing his term. The committee spoke about programming for channel 98 before the meeting was adjourned earlier due to one of the committee members needing to leave early. Recreation Supervisor Adam Matsumoto will take over city liaison responsibilities from this pint forward.

SIERRA MADRE'S FARMERS MARKET

The Sierra Madre's Farmers Market hours have changed as of Wednesday, September 5th to 3:00-7:00pm every Wednesday throughout the fall and winter months. The farmers market is a great opportunity to come on down and meet the farmer directly. Dry Dock Fish has fresh and delicious wild caught varieties of fish. Rustic Loaf has your artisanal breads baked fresh that same day and brought to

the market. Cutie Pie that has pies made with the fruits of our organic farmers, make sure you pick one or two up for desert. There are so many unique and amazing finds at the farmers market. Those interested in being a vendor at the Farmers Market, please contact Melissa Farwell from Raw Inspiration at (818) 591-8161 Ext. 806. Raw Inspiration, Inc. is responsible for all management and marketing of the City's Farmers Market. For additional information please contact the Community Services Department (626) 355-5278. The City received a check for July 18th through August 15th in the amount of \$555.30 for the Farmers Market.

COMMUNITY SERVICES COMMISSION/PARKS AND FACILITIES MASTER PLAN COMMITTEE

The next Community Services Commission meeting is on Monday, September 17, 2012. Items on the agenda will include review of a fee waiver request from the Sierra Madre Community Nursery School's Annual Action scheduled for November 17th to use the Sierra Madre Room, Community Garden Plot Policy, and the Parks and Facilities Master Plan Committee will be reviewing the final draft document before presenting to other City Commissions and Committees for input.

INTRODUCING TWO NEW FALL RECREATION CLASSES

The Community Services Department is excited to announce two new fall recreation classes are now open for registration online at www.cityofsierramadre.com/onlineregistration or by visiting the Hart Park House Senior Center (222 W. Sierra Madre Blvd) or the Community Services office (611 E. Sierra Madre Blvd). The first class is a Women's Self Defense offered by G3 Academy: 303 W. Sierra Madre Blvd. Participants will receive a G3 Academy T-shirt. This class meets on Fridays, Nov. 2, 9, 16 and 23. The cost is \$65.00. G3 training focuses on self-defense skills that enable you to avoid, resist and survive situations ranging from low levels of aggression to violent assaults. The course consists of easy warm up and stretching exercises followed by strategies to accurately assess and avoid potentially dangerous situations. The course emphasizes physical self-protection and escaping techniques that are easy to learn, remember, and utilize. You will also become skilled in how to manage unsettling feelings of fear and panic through the use of specialized breathing techniques, assertive voice control, and eye contact. This class will help develop the necessary mindset, internal strength and physical skill to prevent or escape an attack if possible, and defend oneself if necessary. Greater awareness of your immediate environment, the ability to read body language, and the cultivation of your survival instincts are additional benefits of this specialized training.

The second class is Rockin' After School offered at South West Sound, 49 Baldwin Avenue #B, Sierra Madre and taught by Devin Thomas. Attention Music Lovers! Learn to play in a rock band with professional coaches in a professional recording studio! This is a six-week class, starting on October 4th with meetings on Thursdays from 3:30-5:00pm, for youth ages 11-17. The cost is \$210.00, only \$35 per class session. Students should have basic knowledge of guitar, bass, keyboards, drums and voice. Beginners welcome and instruments provided.

DEVELOPMENT SERVICES

3RD BUSINESS FORUM - SEPTEMBER 14, 7:00 AM

A third Business Forum will be held on Friday, September 14th from 7:00-8:00 am in the City Council Chambers. The forum will replicate the first and second forums held on August 1st and 21st, providing additional opportunity for local business owners to learn about the market demand study that was completed and to provide them with current consumer data.

9/4 GENERAL PLAN STEERING COMMITTEE (GPSC) MEETING

The GPSC conducted their regular meeting this past Tuesday evening. The GPSC continued their work on drafting the goals, policies, and objectives, reviewed a schedule which estimates the time to complete the General Plan update, and also discussed their level of involvement as a Committee after they have completed the draft document, during the Planning Commission and City Council's review. A status item is on the Council's agenda to provide an update from the General Plan Steering Committee. Director Castro will present the schedule to complete the General Plan update, and will report on the GPSC's discussion regarding their level of involvement.

Additionally, staff had anticipated presenting the Technical Background Report to the Council, but the report was not updated with the Planning Commission's input in enough time to have the report ready for the Council on Tuesday. The report will be presented at the following Council meeting.

FIRE DEPARTMENT

9/11 REMEMBRANCE CEREMONY

Ceremonies will begin at 6:15 am for the September 11th remembrance which is held each year in honor of the 2,973 people (especially the 343 firefighters and 60 police officers) who perished on September 11, 2001 at all three attack sites: the World Trade Center in New York, the Pentagon in Arlington, and Shanksville, Pennsylvania. Ceremonies will be held at the Sierra Madre Fire Department Bay. A detailed program is attached.

LIBRARY SERVICES

PARENTING WORKSHOPS COMING IN SEPTEMBER

Families with children ages three and younger are invited to a five-week Parent/Child Workshop featuring noted resource professionals on Thursday mornings in September. The interactive workshops include toys, crafts, books and play in addition to discussions of parenting issues and concerns. Enrollment is free, but in-person pre-registration at the Library is required to ensure a spot in the program. The Library is a national Family Place Library.

LIBRARY SURVEY

Thank you to all who have submitted a survey. We have received about 400 surveys! This means about 10% of our households submitted a survey and we very much appreciate you sending us your comments. Results are in the process of being tallied and will be reported to the Library Board of Trustees at their September 26th meeting.

LOCAL RESIDENT WINS A KINDLE FIRE

Donna Singer was the lucky winner who received a Kindle Fire eReader due to her participation in the Adult Summer Reading Program. Ninety-five adults entered the drawing, sponsored and funded by the Friends of the Library. "eReaders are a wonderful idea and handy for travelling", said Donna, "a big thank you to the Friends of the Library". Donna can download free ebooks at the library and has already signed up for an eReader class.

EREADER PROGRAMS

Patrons are invited to the library to learn how to download free eBooks to an eReader device. The library owns is excited to show patrons how easy it really is to use and read an eBook! We are now offering device specific classes, see below:

iPad – Saturday, September 8 at 10:00 am

Nook – Tuesday, September 18 at 7:00 pm

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

STAFF WORKSHOP

A Staff training workshop was held on August 23rd with InfoPeople's Cheryl Gould on "Mental Model Busting." Staff took a morning (while the Library was closed) to reflect on changes in the library profession including the rise of eBooks, charging rental fees for DVDs, providing programs and services, managing change and ways to keep our library current and relevant.

READ CAMPAIGN

The Fall Campaign will feature Esther Salinas, Principal of Sierra Madre Elementary School and Garrett Newsome, Planning Principal of Sierra Middle School. Posters of these local celebrities feature a picture of each person holding their favorite book. The purpose of the campaign is to promote awareness and interest in reading books!

PUBLIC WORKS

ENERGY EFFICIENCY & CLIMATE CHANGE CONFERENCE

Please save the date for an Energy Efficiency & Climate Change Conference that will be held in Monrovia on Thursday, September 27th. A flyer is attached with the specifics on the event, including scheduled speakers. For the past year, City staff has participated in a regional program to produce city-specific greenhouse gas inventory data as well as a complete Energy Action Plan. This program was funded by funded by state utility customers, administered by SCE and organized by SGVCOG. Sierra Madre is one of 27 San Gabriel Valley cities to participate in the program. This Conference marks the conclusion of the program.

Please contact Laura Aguilar at City Hall at (626) 355-7135 if you would like to attend this event.

Attachments (2)

Sierra Madre Fire & Police Departments SEPTEMBER 11 ANNUAL REMEMBRANCE PROGRAM

The September 11 remembrance which is held each year in remembrance of the 2,973 people (especially the 343 firefighters and 60 police officers) who perished on September 11, 2001 at all three attack sites: the World Trade Center in New York City; the Pentagon in Arlington, Va.; and the crash-site in Shanksville, Pa.,

By Proclamation of the President of the United States, all flags are to be lowered to half-mast on September 11, from midnight to midnight (Patriot's Day).

FD Uniform of the day - Work Uniform FD

Chief Officers and Captains - Dress Uniform

6:15 A.M. Pacific Daylight Time

- All available fire department personnel assemble in the PD meeting/assembly room for briefing
- No badge shrouds
- Fire Department pagers OFF (except for Chief Officers)

6:50 A.M.

 All police and fire department personnel to proceed, single file to the front of the Fire Station in the following order

Firefighters and Engineers, Police Officers	4 th & 5 th rows
Fire Captains, Police Sergeants	3 rd row
Fire Chief Officers, Police Captain	2 nd row
Fire Chief, Police Chief	1 st row

- All available police and fire department personnel assemble at Parade Rest in front of the fire station bay door
- When assembled, maintain silence

6:58 A.M.

All assembled called to attention

6:59 A.M. - Time of South Tower Collapse

Verdugo Dispatch will broadcast Bells, 5-5-5-5 (four sets of five chimes each)

7:00 A.M. - 1 Minute of Complete Silence

7:01 A.M. - Sierra Made will ring our bell 5 times

7:02 A.M. - Dismissal for Breakfast @ Kiwanis

Energy Efficiency & Climate Change Conference September 27, 2012

Draft Agenda

Check-in 8:00—8:30 a.m.

Welcome 8:30—8:45 a.m.

Barbara Messina, President, San Gabriel Valley Council of Governments

Opening Address 8:45—9:15 a.m.

Senator Carol Liu, California State Senate, 21st District

California Long-Term Energy Efficiency Strategic Plan & Statewide Planning Efforts 9:15 – 10:00 a.m.

Denise Tyrrell, Director, Public Affairs and Southern California Representative, California Public Utilities Commission

Veronica Gutierrez, Vice President of Local Public Affairs, Southern California Edison

Nancy Jenkins, Manager of Local Government Partnerships, Southern California Edison

Project Overview & Major Findings 10:00—10:30 a.m.

PMC Staff

Break 10:30 – 10:45 a.m.

Statewide Greenhouse Gas & Climate Change Planning Efforts 10:45—11:15 a.m.

Office of Planning and Research (OPR) Staff

Greenhouse Gas Inventories: Process & Best Practices 11:15 a.m.—12 noon

PMC staff

Kevin Kearney, City of Bradbury Irma Hernandez, City of Duarte City of El Monte (To be confirmed) City of Rosemead (To be confirmed)

Lunch & Keynote Speaker 12:00 – 1:00 p.m.

Hector De La Torre, Board Member, California Air Resources Board











Community-Wide Energy Action Plans: Development & Implementation

1:00-2:30 p.m.

Panelists:

City of Arcadia (To be confirmed)
Marc Castagnola, City of Baldwin Park

Juan Platero, City of South El Monte

Jacob Alvarez & Katie Barrows, Coachella Valley Association of Governments

Green4Life App

Jim Guerra, City of Goleta

Reach Codes

Cynthia Sabatini, Simi Valley

Reach Codes

William Campana, City of South Gate

Point of Sale Housing Inspection & Education Program

Break

2:30 - 2:45 p.m.

Municipal Energy Action Plans: Development & Implementation

2:45 - 4:00 p.m.

Panelists:

Vivian Castro, City of Covina Sharon Gallant, City of Monrovia

Julie Carver & David Hamilton, City of Pomona

City of West Covina (To be confirmed) Howard Choy, County of Los Angeles

Southern California Regional Energy Network

Next steps

4:00-4:30 p.m.

PMC Staff

Panelists (CPUC, OPR, SoCalRen Leadership Team)

City Expo

4:30 - 5:00 p.m.







