City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: October 4, 2012

Subject: City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- Saturday, October 13 Fire Prevention Festival at Sierra Madre Fire Station
- Monday, October 22 Special Joint City Council & Commissions Meeting Budget Kick-Off, at 7:00 pm in the Council Chambers
- Wednesday, October 24 Strategic Plan Retreat at Youth Activity Center at 8 am
- Wednesday, November 21 Sierra Madre Woman's Club Annual Prayer Breakfast at 8:00 am
- Saturday, December 1 Sierra Madre Fire Department Winter Ball O'Malley Hall
- Wednesday, January 9 State of The City Address at the Sierra Madre Woman's Club

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, October 9 – City Council Meeting 5:30 pm Closed Session / 6:30 pm Open Session

As a reminder, there are four Council meeting this month: the regular meetings on October 9^{th} and 23^{rd} , a Special Joint Meeting with the Commissions and Boards on October 22^{nd} at 7 pm, and the Strategic Plan Retreat on October 24^{th} at 8 am.

NON-PUBLIC SAFETY OFFICES CLOSED - COLUMBUS DAY

Non-Public Safety offices are closed on Friday, October 5th (regular closed Friday) and on Monday, October 8th in observance of Columbus Day. The Library is open on Friday.

COMMISSIONER APPLICATIONS

To get out information regarding the names of individuals who have applied for Commission vacancies, I will be including information in this weekly memo. Below is the list of current applicants for Commission vacancies:

Tree CommissionLibrary BoardGina Frierman-HuntSophia DuranBarry ZiffMichelle Lesse

CITY ATTORNEY RFP'S

As of today, I have received forty-one (41) requests for copies of the City Attorney Services proposal. Below is a list of firms requesting proposals as of September 28th. Proposals are due December 10, 2012.

Woodruff, Spradlin & Smart Chad T-W Pratt & Associates, Inc Richards, Watson & Gershon Law Offices of Eric S. Oto Vandeventer Black LLP Veris LLP The DeArmas Law Firm Gutierrez, Fierro & Erickson Kimbirk Law Radhika Sood, Esq. Viterbo L. Valera, Esq. Randolph Hom, Esq. McNamara & Associates Aleshire & Wynder, LLP Graves & King LLP Vanderford & Ruiz, LLP Martin & Martin, LLP Best Best & Krieger LLP Green, de Bortnowsky & Quintanilla, LLP Burke, Williams & Sorensen, LLP Lynberg & Watkins DL White Law Group Colantuono & Levin, PC Collins Collins Muir & Stewart, LLP Meyers Nave Jones & Mayer Thomas Hrouda, Attorney at Law Kane, Ballmer & Berkman Randall A. Spencer, Attorney at Law Lewis Brisbois Bisgaard & Smith LLP Anthony Cartee, ALC Law Office of Martin D. Koczanowicz Lynne Rasmussen, Esq. Leibold McClendon & Mann, P.C. Ernster Law Offices, P.C Cavanaugh Law Group Olivarez Madruga Wallin, Kress, Reisman & Kranitz, LLP Suzanne Felkner, Esq. Cota, Cole LLP Wesierski & Zurek LLP

<u>UPCOMING COUNCIL MEETING ITEMS</u>

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.

22-Oct	Special	Joint Meeting w? Commissions & Boards regarding 2013 - 2015 Budget
23-Oct	Consent	Appointment to Vector Control
23-Oct	Consent	Final Tract Map # 71607 Sierra Place Condos
23-Oct	Consent	Roof Repair Contract
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	Quarterly Financial Report and \$25,000 Contracts
23-Oct	Consent	Warrants
23-Oct	Public Hearing	Revised TUP Guidelines (tentative)
23-Oct	Discussion	Business Survey
23-Oct	Discussion	Plan to enhance on-line services (Strategic Plan)
23-Oct	Discussion	186 W. Highland (Strategic Plan)
23-Oct	Discussion	COG Discussion (Harabedian)
23-Oct	Discussion	Public Safety Master Plan (Harabedian)
23-Oct	Discussion	Ordinance: City Council Succession Policy (Koerber)
23-Oct	Discussion	Water Ad Hoc Committee
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
13-Nov	Consent	UUT Committee Appointments
13-Nov	Consent	Warrants
13-Nov	Discussion	Parliamentary Procedures (Koerber)
13-Nov	Discussion	Adoption of Strategic Plan from October 24 Retreat
13-Nov	Discussion	Green Advisory Commission Accords
13-Nov	Discussion	Public Facility Fees
13-Nov	Discussion	Building Inspection Services
13-Nov	Discussion	Update: Redline General Plan from GPSC (Strategic Plan)
13-Nov	Discussion	Discussion regarding contract for parking enforcement
13-Nov	Discussion	Auburn Parking Lot Restrictions (Moran)
13-Nov	Discussion	Water Rate Study
13-Nov	Discussion	Park & Facility Master Plan
13-Nov	Discussion	Record Retention Schedule Modification/E-mail Retention Schedule (Koerber)

COMMUNITY SERVICES

SENIOR MOMENTS

The Senior Moments Newsletter was distributed by mail and email on October 3, 2012. In addition the Senior Moments was added to the City's website and made available at the Hart Park House, City Hall and Community Recreation Center. The newsletter provides seniors with information on programs, activities, excursions and events in Sierra Madre and is a monthly document.

SENIOR SERVICES

The October Lunch and Learn program is on Wednesday, October 17 at 12:45pm. The presentation is hosted by Humana Health Services which was also present at this year's Health Fair. Humana is presenting on Medicare benefits and how it affects the senior population. At the Health Fair, Humana received numerous inquiries about Medicare which is an important and relevant topic for the senior demographic.

Staff finalized the October movies schedule for the Senior Movie Program. Movies are shown the second and fourth Wednesdays of each month at the Council Chambers starting at 1:00pm. The movies for October are *The Artist* and *Laura* which were chosen by program participants in September.

COMPOST GIVEAWAY EVENT

Staff created a press release for the upcoming Compost Giveaway event on Saturday, October 13. A local Boy Scout troop was contacted to assist with the event and will help patrons load compost. The Green Advisory Committee will be present the day of the event handing out information.

SENIOR COMMUNITY COMMISSION

The Senior Community Commission met on Thursday, October 4. The October meeting agenda included the Parks and Facilities Master Plan Draft, staff report, SMTV3 Committee Liaison, and Senior Resource guide. The October meeting is the first Senior Community Commission meeting for newly appointed Commissioners Frances Garbaccio and Marilyn McKernan.

COORDINATING COUNCIL

The October Coordinating Council met on Thursday, October 4 at the Youth Activity Center. The October meeting's special presentation was hosted by the Sierra Madre Woman's Club. The Woman's Club will present on their upcoming activities and programs. Staff will complete the October Coordinating Council eNewsletter and long range planning calendar on by October 5th.

FILMING

A pilot episode of "Out Of the Box" will be filmed in town on October 19. This new game show will have 2 teams of 2 starting at Memorial Park racing to the baseball field at Sierra Madre Elementary School Lower Campus. From there the teams will race to Sierra Vista Park (down Sierra Madre Blvd. with the flow of traffic) and complete the final 3 challenges at Dapper Field and the Sierra Vista Park itself. Preparation will begin on 10/16-18, filming on 10/19 and a strike day 10/20. There will be a meeting next week with the production team, Police, Fire, Public Works and the Filming Division to finalize all aspects of this project.

There are also two other larger productions looking at filming in Sierra Madre; one is a 15-day shoot, the other a 22-day shoot.

ANNUAL OKTOBERFEST GOLF AND TENNIS TOURNAMENT

The Oktoberfest Golf and Tennis Tournament is less than three weeks away on Saturday, October 20th. Don't miss out on this exciting event which benefits Sierra Madre Community Programs. Registration for the event can be done online at www.cityofsierramadre.com/onlineregistration (search for "Oktoberfest") or at the Community Recreation Office located at 611 E. Sierra Madre Blvd.

• Tennis Tournament - \$61.00, includes lunch

The tennis tournament will be played at the Arcadia Orange Grove tennis courts as a round robin doubles tournament with rotating partners; trophies awarded for 1st, 2nd, and 3rd. Test your skill and win a prize at the serving contest (prior to tournament start).

• Golf Tournament – Individual (\$83.00), Team of 4 (\$300.00), both include lunch

The golf tournament will be played on a nine hole course as a foursome, best ball format at Eaton Canyon (tee times assigned), the top team receives trophies. Test your skill at the Putting Contest (\$5.00), Longest Drive and Closest to the Pin contests; you just might win a prize.

Following the tournaments, enjoy an Oktoberfest lunch and Awards Ceremony at the Hart Park House Senior Center located in Memorial Park. Lunch will be catered by Matt Denny's and include bratwurst, roast chicken, green salad, potato salad, and green beans. Try your luck at the Opportunity Raffle - various prize packages including restaurant certificates, entertainment certificates, and clothing.

SIERRA MADRE FARMERS MARKET

The City received a check for the Farmers' Market for the period of August 22 through September 12, in the amount of \$319.50. Last week Manager McClure spoke with the marketing manager and offsite coordinators about the need for more vendors and marketing. Raw Inspirations staff will be attending this month's Coordinating Council along with contacting the school district to send flyers home with the students. Another idea that Manager McClure mentioned and gave contacts for was the local churches in the Sierra Madre area to contact to inform their members about the market.

TRANSPORTATION

Community Services Manager McClure has been working diligently with First Transit on incorporating the direction given by the City Council back in September to have a limited fixed route (Round-A-Bout), to ensure use and eligibility of Prop C funds for street maintenance, offering the fixed route during the Senior Lunch Café hours with the possibility of offering the service at no cost to the riders, Monday through Friday, 11am to 1:30pm, in town trips only and week days only, with limited hours of Dial-A-Ride using only Prop A funds allocated to the Community Services Department of \$134,629. Staff is including in the report to the City Council on Tuesday, October 9th a second option for a Dial-A-Ride only.

COMMUNITY SERVICES COMMISSION

The next Community Services Commission meeting is on Monday, October 15th. Items on the agenda include review of the Community Garden Policy. Before their regular meeting, there will be a joint meeting with the Parks and Facilities Master Plan Committee.

PARKS AND FACILITIES MASTER PLAN COMMITTEE

The next Parks and Facilities Master Plan Committee Meeting is scheduled for Wednesday, October 10th at 6pm at the Youth Activity Center. The committee will be incorporating the final details for the presentation to the Community Services Commission, October 15th. In addition, below are the remaining scheduled meeting dates to present the Parks and Facilities Master Plan draft to other Commissions and Committees prior to forwarding to the City Council:

Thursday, October 4th– Senior Community Commission at 3pm - Amy Putnam with assistance from Pat Alcorn

Thursday, October 4th – Planning Commission at 7pm - Lynne Mallya with assistance from Pat Alcorn

Monday, October 15th – Community Services Commission at 6:30pm – Final recommendation and forwarded to City Council – Entire Parks and Facilities Master Plan Committee

Tuesday, November 13th – City Council at 6:30pm

DEVELOPMENT SERVICES

GENERAL PLAN STEERING COMMITTEE MEETING (GPSC)

The GPSC had their meeting this past Tuesday evening, October 2nd, and completed further revisions on their matrix, which is the draft General Plan Update document, side-by-side with the current General Plan document language, which serves as a comparison of the updated changes. The Committee does not wish to meet in November, but agreed to reserve the first Tuesday of every month should a meeting be warranted. The final draft General Plan update is not yet complete, and the Editing subcommittee will be working on completing the document. The Implementation and Appendix subcommittees are also not done with their documents, and will also be working to complete their final draft documents. When these draft documents are completed and sent to Director Castro, he will send the documents to all the Committee members for their review. Before the draft document moves on to the next steps, the Committee will need to convene to take a final vote authorizing the document to be forwarded to staff and consultant for a review, and the Planning Commission and City Council reviews.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

• Part-time Paramedics II – Accepting Applications through October 25, 2012

Closed Recruitments

- Community Services Part-time Senior Specialist Top candidate received full-time job, reviewing options
- Finance Part-time Account Tech Tested applications on 10/4
- Fire Part-time Fire Engineer Tentative Start Date October 8th
- Library
 - o Part-time Associate Second interviews held on 10/3
 - o Part-time Library Page Tentative Start Date October 8th (2 people)
- Police
 - o Dispatcher Tentative State Date October 8th
 - o Sergeant Testing October 25th
 - o Part-time Cadet Background Review
 - o Part-time Investigator Reviewing Applicants

OPEN ENROLLMENT

Open enrollment for employees' medical benefits ends this week.

LIBRARY SERVICES

LIBRARY LAUNCHES NEW SERVICE

New Book Alerts is a free online service at the Sierra Madre Public Library that showcases the newest titles - books, movies and music, purchased by the Library. You can find New Book Alerts on the Library home page, www.sierramadre.lib.ca.us, and sign up to receive new title alerts via email. This new feature lets our patrons know about the brand new titles available at the Sierra Madre Public Library.

LIBRARY BOARD OF TRUSTEES PROPOSED MEETING DATE CHANGES

In response to the "Joint City Council-All Commission Meeting" that will be held on Monday, October 22 at 7 pm regarding a financial overview of the City's Budget, the trustees approved the following Library Board of Trustee Meeting changes:

Special Meeting: Wednesday, November 7, 2012 at 7 pm – Council Chambers

Cancel Meeting: Wednesday, November 28, 2012 at 7 pm

Special Meeting: Wednesday, December 12, 2012 at 7 pm – Council Chambers

Cancel Meeting: Wednesday, December 26, 2012 at 7 pm

STAFFING

Interviews for a Part Time Library Associate were conducted and staff is currently reviewing the interview results and will select a successful candidate soon.

Our two new part time pages will begin working in the library the week of October 9, 2012. Their names are: Sylvia Estrada and Vicky Oo.

IN-N-OUT BURGER PROGRAM COMING TO THE LIBRARY!

Children ages 4-12 are invited to sign up for the In-N-Out program on Saturday, October 6, 2012 at the Sierra Madre Public Library. For every 5 books read a child can earn a coupon for free hamburgers. Each child or student can earn up to 3 coupons. The reading program runs through November 17, 2012. This is a fun way to encourage reading.

STAFF VISITS LOCAL SCHOOLS

Children's Librarian, Meegan Tosh, and Library Director, Carolyn Thomas recently visited Sierra Madre Elementary School, Sierra Madre Middle School, and Bethany Christian School to promote Library resources. Library staff met with school principals and teachers to share some of the Library resources relevant for homework help. Among the items mentioned were databases including World Book Online, and Biography Database. School staff was pleased to hear that the library offers free eBooks for all ages. Also mentioned was the "I Love My Library" essay contest that will be launched in January.

ANCESTRY.COM NOW AVAILABLE AT THE LIBRARY

Trace your family history at the Sierra Madre Public Library using Ancestry.com. This service is the world's largest online family history resource and is available for in-library use only. Free introductory classes providing an overview of Ancestry.com are being offered, starting in October:

Wednesday, October 10 at 10:30 a.m. Saturday, October 27 at 10:30 a.m.

FRIENDS BOOK SALE AND SILENT AUCTION

Stop by the Library on October 5 from 3-7 pm and October 6 from 10-2 pm to select a great used book at a bargain price! In addition, a Silent Auction of collectable books is on display in the Library from October 1 – October 29. Included in the silent auction is a signed first edition by Ray Bradbury and Bill Cosby. Proceeds from all book sales benefit the library programs.

PUBLIC WORKS

WATER LEAK ADDRESSED

Water division staff continued working today to repair a major leak in the transmission main in North Mountain Trail. The old 10 inch pipeline failed underneath a concrete drainage structure, necessitating replacement of about 20 feet of pipe and a clever configuration of pipe fittings designed by Pump Operator Hunsicker to snake the new pipe beneath the structure. The work required detouring of traffic around the intersection of Grandview and Mountain Trail. Staff also had to hand dig a significant amount of the trench due to its close proximity to MWD's 116" diameter Foothill Feeder. The work was supervised by MWD field staff.

CDBG PROGRAM REQUIREMENTS EXPANDED

Staff received notification this week that the LA County Community Development Commission is now requiring the City to file a five-year CDBG program in order to access the federal funds that CDC administers. The five-year plan requires additional staff training among other tasks the further expand the City's efforts in order to utilize this diminishing resource. We will provide further information on these new requirements once we have completed the training.