City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: October 12, 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:

- Monday, October 15 – Community Services Commission 6:30 pm
- Wednesday, October 17 – Tree Advisory Commission 7:00pm
- Thursday, October 18 – Planning Commission 7:00 pm

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 Commission
Gina Frierman-Hunt

Library Board
Sophia Duran
Barry Ziff
Michelle Lesse

The Council has approved Resolution No. 12-82 which provides for the establishment of deadlines, and the posting of the "public" side of the application forms. Because the "old" forms were used by the current Library Board and Tree Commission applicants, the new requirements will be used for future Commission/Board vacancies.

Resolution No. 12-82 also provides for the establishment of application deadlines. For one vacancy (there is one vacancy on the Library Board), the deadline for submittal of applications is two weeks after receipt of three applications. So the deadline for Library Board applications, is October 26th. The Council will consider the appointment at their November 27th City Council meeting. If you know of someone who is interested in serving on the Library board, ask them to get their application in soon!

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 October 12th. (The City did not receive any new requests this week.) 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.
Aleshire & Wynder, LLP	McNamara & Associates
Graves & King LLP	Vanderford & Ruiz, LLP
Martin & Martin, LLP	Best Best & Krieger LLP
Burke, Williams & Sorensen, LLP	Green, de Bortnowsky & Quintanilla, 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	

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.

22-Oct	Special	Joint Meeting regarding 2013 - 2015 Budget (7:00 pm)
23-Oct	Consent	Consideration of Appointment to Vector Control Board
23-Oct	Consent	Resolution: SR-710
23-Oct	Consent	Professional Services Contract for City Engineer Services
23-Oct	Consent	Funding Exchange agreement between L.A. County and City
23-Oct	Consent	Award of Bids for Janitorial and Grounds Maintenance
23-Oct	Consent	Quarterly Financial Report and $25,000 Contracts
23-Oct	Consent	Warrants
23-Oct	Public Hearing	Citizens Oriented Policing (COPs) grant
23-Oct	Public Hearing	Revised TUP Guidelines (tentative)
23-Oct	Discussion	Evaluation of City Reorganization (Strategic Plan) (cont. from 10/9 meeting)
23-Oct	Discussion	Update 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	Green Advisory Committee to Commission (continued from 8/14 meeting)
24-Oct	Special	Strategic Plan Retreat
13-Nov	Consent	UUT Committee Appointments
13-Nov	Consent	Warrants
13-Nov	Discussion	Business Survey (Strategic Plan)
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	Discussion regarding contract for parking enforcement
13-Nov	Discussion	Auburn Parking Lot Restrictions (Moran)
13-Nov	Discussion	Plan to enhance on-line services (Strategic Plan)
13-Nov	Discussion	Park & Facility Master Plan

COMMUNITY SERVICES

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.

The October Senior Movie program began on Wednesday, October 10 in Council Chambers. *The Artist* was shown at 1:00pm and was free to the public. The seniors voted to watch *The God's Must Be Crazy* for the first movie in November. The next movie, *Laura*, is Wednesday, October 24. The movie program

is every second and fourth Wednesday of the month and features one contemporary and one classic movie.

The Hart Park House hosted the monthly free blood pressure testing on Tuesday, October 9. A nurse from Methodist Hospital tested the blood pressure of 12 seniors.

The monthly free legal service consultation was canceled for Wednesday, October 10 by attorney Geoffrey Chin. In place of an on-site consultation, Geoffrey Chin will make his services available by phone to the one senior that scheduled an appointment for the month of October.

COMPOST GIVEAWAY EVENT

The Compost Giveaway event is this Saturday, October 13 from 9:00am-12:00pm. 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. The event is open to all Sierra Madre residents and is free. Participants are limited to 30 gallons of compost in the first hour, and then unlimited compost for the rest of the event until supplies are exhausted. Staff posted No Parking signage on Thursday, October 11 in Sierra Vista Park to reserve space for the day of the event.

OKTOBERFEST GOLF AND TENNIS TOURNAMENT

The Oktoberfest Golf and Tennis Tournament registration deadline is Friday, October 12. Registration is available for the golf and tennis tournament and for the lunch reception. The Oktoberfest events are on Saturday, October 20 at the Eaton Canyon Golf Course, Orange Grove Tennis Courts and the Hart Park House Senior Center.

COMMUNITY SERVICES COMMISSION

The Community Services Commission meeting is on Monday, October 15th. Items on the agenda include review of the Community Garden Plot, Concerts in the Park, Summer Fun in the Park, Adult Co-Ed Softball Reports. 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 Parks and Facilities Master Plan Committee met on Wednesday, October 10th at the Youth Activity Center. At the meeting, the Committee discussed incorporating the final details and suggestions for the document by the other city commissions and committees. The Committee will be submitting the final draft to the Community Services Commission, October 15th

DEVELOPMENT SERVICES

CODE ENFORCEMENT ATTORNEY TO DEFER COMPENSATION INCREASE

The City's Code Enforcement Attorney, Dapeer Rosenblit & Litvak (DR&L), has agreed to defer their requested billing rates increase for legal services, until after March 2013. The City has had an agreement with DR&L since 1995, for the investigation and prosecution of violations of the City's ordinances. At the June 26 City Council meeting, DR&L made a request to increase their hourly billing rates by $20-$40, but the Council did not take action on their request. Because DR&L has agreed to defer an increase, staff will return to the Council in February or March of next year with a comparison of other code enforcement attorney billing rates, and seek Council's direction on how to proceed.

PLANNING COMMISSION MEETING

The next regular Planning Commission meeting is next Thursday, October 18, 2012, at 7:00 p.m. A public hearing will be conducted regarding a request to for a Conditional Use Permit (CUP) to allow construction of a 625-square-foot detached three-car garage on the property located at 68 E. Mira Monte Avenue. The property has an existing 3,696-square-foot single-family residence. With the proposed new garage, the total combined floor area would be 4,368 square feet. A CUP is required to allow the total floor area off all structures to exceed 4,000 square feet.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

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

Closed Recruitments

- Community Services part-time Senior Specialist – Reviewing applications
- Finance Part-time Account Tech – Interviewing 9 candidates on 10/16
- Library Part-time Associate – Undergoing background checks
- Police
    - Dispatcher –Start date October 14th
    - Sergeant – Testing October 25th
    - Part-time Cadet – Background Review
    - Part-time Investigator – Interviewing 10/25

LIABILITY CLAIMS

This week we received three liability claims:

1. Vehicle accident involving a City employee in a City vehicle causing $524.53 of front damage to a parked car.
2. City tree branch fell on parked vehicle causing $694.27 in damages.
3. Resident claiming City tree causing damage to sewer.

All claims have been submitted to Carl Warren & Co. who handles these types of claims for the CJPIA.

LIBRARY SERVICES

LIBRARIAN LIL WINS 2ND PLACE IN SCARECROW CONTEST!

Stop by the Library during October and see our "Scarecrow" named Librarian Lil. She is reading a Kindle and sitting on a cart of "Banned Books" to celebrate our freedom to read in the public library. Designed and created by staff members Donna Henderson and Meegan Tosh, Librarian Lil took second place in the category "Best Representation of the Business". The Foothill Creative Arts Group sponsored the contest throughout the city and was funded by the Kiwanis Club.

LIBRARY SERVER PROJECT HAS BEGUN

Public Works is relocating the library server rack in the library basement. A separate closet is being built which will have its own air conditioner to ensure the servers do not overheat. The project is expected to be completed by the end of the month. Staff and the Friends continue to have access to the basement during the construction.

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

Children ages 4-12 are invited to sign up for the In-N-Out program at the Sierra Madre Public Library. This is a fun way to encourage reading. 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.

ANCESTRY.COM NOW AVAILABLE AT THE LIBRARY

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

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

Please call the library at (626)355-7186 to reserve a spot.

FRIENDS SILENT AUCTION

The Friends are holding a Silent Auction of collectable books which is on display in the library through October 29. Included in the silent auction is a signed first edition by Ray Bradbury and Bill Cosby. There is still time to place a bid on one of these treasures. Proceeds from all book sales benefit the library programs.

POLICE DEPARTMENT

INTERNATIONAL POLICE CHIEFS CONFERENCE (IACP)

Interim Police Chief Giannone attended the 2012 Annual IACP Training Symposium and Conference last week. He attended several classes on Police Department Liability, Police Officer Suicides and issues with Mental Illness, and Social Media to name a few.