City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: November 29, 2012

Subject: City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- Saturday, December 8 Sierra Madre Fire Department Holiday Ball at O'Malley Hall
- Wednesday, January 9 State of the City Address at the Sierra Madre Woman's Club
- Tuesday, February 5 Joint City Council and PUSD meeting
- Sunday, February 17 Friends of the Library Annual Wine and Cuisine Tasting event

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, December 4 General Plan Steering Committee CANCELLED
- Thursday, December 6 Senior Community Commission 3:00 pm
- Thursday, December 6 Planning Commission 7:00 pm

BUDGET PREPARATION – FINDING THE RIGHT BALANCE

Today, the final budget input meeting was held by the Senior Community Commission. Each of the City's Commissions and Boards were asked to provide preliminary input regarding the FY 2013-2014 and 2014-205 Budget. They will be presenting their initial input to the City Council at the December 11th meeting, when the Council will also be asked to provide policy guidance to staff.

Depending upon the Council's policy direction, staff will return to all of the Commissions/Boards to begin preparing the proposed budget requests.

DOG LICENSE CLINIC

The Pasadena Humane Society & SPCA is sponsoring a low cost vaccination clinic on Thursday, December 6th at Memorial park from 6:30 pm until 8 pm. All dogs must be on a leash and cats must be in a carrier. For additional information, please contact the Pasadena Humane Society at 626 792-7151.

TREE COMMISSION APPLICANTS NEEDED

If you know anyone who might make a great Tree Commissioner, please ask them to apply! Applications are currently being accepted for one vacancy on the Tree commission. Applications are available on line or at City Hall. There is currently one application from Gina Frierman-Hunt.

CITY ATTORNEY RFP'S

As of today, I have received forty-six (46) requests for copies of the City Attorney Services proposal. (Two new requests were received this week.) Below is a list of firms requesting proposals as of November 29th. Proposal submittals are due December 10, 2012.

Woodruff, Spradlin & Smart

Richards, Watson & Gershon

Vandeventer Black LLP

The DeArmas Law Firm

Kimbirk Law

Viterbo L. Valera, Esq.

Aleshire & Wynder, LLP

Graves & King LLP

Martin & Martin, LLP

Burke, Williams & Sorensen, LLP

Lynberg & Watkins

Colantuono & Levin, PC

Meyers Nave

Thomas Hrouda, Attorney at Law

Randall A. Spencer, Attorney at Law

Anthony Cartee, ALC Lynne Rasmussen, Esq.

Ernster Law Offices, P.C

Olivarez Madruga

Suzanne Felkner, Esq.

Wesierski & Zurek LLP

Chad T-W Pratt & Associates, Inc

Law Offices of Eric S. Oto

Veris LLP

Gutierrez, Fierro & Erickson

Radhika Sood, Esq.

Randolph Hom, Esq.

McNamara & Associates

Vanderford & Ruiz, LLP

Best Best & Krieger LLP

Green, de Bortnowsky & Quintanilla, LLP

DL White Law Group

Collins Collins Muir & Stewart, LLP

Jones & Mayer

Kane, Ballmer & Berkman

Lewis Brisbois Bisgaard & Smith LLP

Law Office of Martin D. Koczanowicz

Leibold McClendon & Mann, P.C.

Cavanaugh Law Group

Wallin, Kress, Reisman & Kranitz, LLP

Cota, Cole LLP

Aguirre, Morris & Severson LLP

Hurrell Cantrall LLP

Rutan & Tucker, LLP

McDougal, Love, Eckis, Boehmer & Foley

Ross & Casso

<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.

11-Dec	Duagantation	Donation of Diagna for Hort Dork House by CMHDC Dresident Arry Dytnem
11-Dec	Presentation Presentation	Donation of Plaque for Hart Park House by SMHPS President Amy Putnam Presentation of Ambassadors by SMRFA President Bob Young
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11-Dec 11-Dec	Consent Consent	One Carter/Stonegate Pedestrian Easement Warrants
11-Dec	Consent	Canvas of Election (tentative)
11-Dec	Discussion	Status Update: Strategic Plan
11-Dec	Discussion	Award of Bid: Building Inspection Services
11-Dec	Discussion	NPDES Compliance
11-Dec	Discussion	Water Ad Hoc Committee (Strategic Plan)
11-Dec	Discussion	East Raymond Basin Cooperative Agreement (Strategic Plan)
11-Dec	Discussion	Budget Policy Discussion/Input from Commissions regarding budget
8-Jan	Consent	Final Tract Map # 71607 Sierra Place Condos
8-Jan	Consent	Warrants
8-Jan	Consent	City Electricity Usage Report (Koerber)
8-Jan	Discussion	Business Survey (Strategic Plan)
8-Jan	Discussion	Options for combining Commissions (Strategic Plan)
8-Jan	Discussion	Update: Strategic Plan
8-Jan	Discussion	Request for Proposal for Public Safety Master Plan
8-Jan	Discussion	Re-evaluation of City's Assessment Districts
8-Jan	Discussion	State of City Infrastructure (Continued from 9/25/12 and 10/9/12)
8-Jan	Discussion	Revenue Discussion (variances, CUP, tree, tobacco, events)
8-Jan	Discussion	City Audit
22-Jan	Consent	Approval of City Manager to authorize Gasoline Purchases
22-Jan	Consent	Warrants
22-Jan	Public Hearing	Temporary Use Permit/Special Event Permit Fees
22-Jan	Discussion	Update: 186 W. Highland (Strategic Plan)
22-Jan	Discussion	Results of Community Budget Survey (Strategic Plan)
22-Jan	Consent	RFP Housing Element
22-Jan	Discussion	Water Rate Study
22-Jan	Discussion	Water Meter Replacement Options
22-Jan	Discussion	Plan to Arrest the Decline of E. Raymond Basin Water Level (Strategic Plan)
22-Jan	Discussion	Successor Agency ROPS Update (Koerber)
22-Jan	Discussion	Record Retention Schedule Modification/E-mail Retention Schedule (Koerber)
22-Jan	Discussion	Options for Financial Support for Water Fund (Strategic Plan)
5-Feb	Special	Joint meeting with Pasadena Unified School District - 6:30 pm
12-Feb	Consent	Warrants
12-Feb	Discussion	Status Update: Strategic Plan
12-Feb	Discussion	Status Update: Draft General Plan from GPSC (Strategic Plan)
12-Feb	Discussion	Smoke-Free Multi Family Housing (Moran)
12-Feb	Discussion	General Plan Land Use Alternatives/Build Out (Strategic Plan)
12-Feb	Discussion	Discussion regarding contract for parking enforcement

12-Feb Discussion Discussion regarding contracting out dispatch services

12-Feb Discussion Status Update: Ferguson Group

COMMUNITY SERVICES

BLOOD DRIVE

A 'Save the Date' press release was sent out last week and a coordinator's kit (posters, flyers, etc.) was dropped off by the Red Cross to be used for recruiting donors. The information has also been posted on the City's Facebook page and appeared in this week's City eBlast. Each donor will be treated to sandwiches from Subway and walk away with a Cold Stone Creamy gift certificate. The Community Blood Drive will take place on December 20th; 12 noon to 6 pm at the Recreation Center.

MT. WILSON TRAIL RACE

The first Committee meeting has been scheduled for Tuesday, December 4th. The Committee will focus on finalizing the 2013 logo, poster design and new medal design as well as setting the much anticipated online open registration date. Last year's online registration sold out in less than one day. City Event Specialist, Kyle Schnurr has taken an inventory of shirts, medals and souvenirs so the Committee will have the report for their first meeting.

COORDINATING COUNCIL

The next Coordinating Council meeting is scheduled for December 6th at noon and will be held at the Rose Float Barn. This is a special meeting location and will feature a presentation by the Rose Float Association.

The deadline for the December eNewsletter is 4 pm on December 6th. The monthly newsletter will include a calendar of events and will highlight a few of the local organizations & what they are doing.

WHOVILLE

City Staff assisted the Sierra Madre Chamber of Commerce on Saturday, November 24th with assembling the large screen for the showing of the movie *The Grinch* starring Jim Carey. Attendance was small but enjoyed by those who came out to watch.

KGEM

The Community Services Manager met with KGEM staff at their studio on Thursday, November 29. City staff was given a tour of the studio and learned more in depth detail of the filming process.

RECREATION SUPERVISOR INTERVIEWS

The Human Resources Director and Community Services Manager conducted interviews for the Recreation Supervisor position. A total of four candidates participated in the second round of interviews on Tuesday, November 27. The top two candidates were selected to complete the interview process with a final meeting scheduled with the City Manager on Thursday, November 29th.

SENIOR SPECIALIST INTERVIEWS

The Community Services Manager and Acting Recreation Supervisor conducted first interviews for the Senior Specialist position on November 28th. A total of four candidates were scheduled to be interviewed, however only two of the candidates showed up for the interview. Of the two candidates

interviewed, one performed better and will receive a second interview with the Human Resources Director.

DEVELOPMENT SERVICES

PLANNING COMMISSION MEETING

The next Planning Commission meeting is next Thursday, December 6, 2012, at 7pm. The public hearing items are: 1) modification to a CUP to allow façade changes to the commercial building at 138-142 W. Sierra Madre Blvd (old Steamers building), beyond those previously approved by the Planning Commission, and 2) the British Home's requests for a CUP, Specific Plan, and Code text amendment to allow a 754 square foot addition to Armstrong Hall to allow expansion of its dining hall, and demolition of an existing single-family home and construction of a new one-story, 3,591 square foot, 8 bedroom residential building at 676 Ramona Avenue, a parcel contiguous to the British Home. The British Home recently purchased the 676 Ramona Avenue property and wishes to join this parcel as part of the British Home site. These proposed improvements will allow an increase in the total number of residents on the site from 41 to 49. The adoption of a Specific Plan (and the associated code text amendment) is required pursuant to the General Plan (Land Use Policy L3.1) for development on sites which exceed one acre in size. The British Home site, including the proposed added parcel, totals 2.5 acres in size.

AMENDMENTS TO MUNICIPAL CODE REGARDING MASSAGE BUSINESSES

At the November 1, 2012 Planning Commission meeting, a public hearing was conducted regarding proposed amendments to the Municipal Code and Commercial zone regarding bath and massage businesses to conform to State Business & Professions Code. The purpose for the proposed amendments are to align the City's provisions with the State licensing requirements, establishing one regulatory process for massage services thereby creating a consistent and clear application process, and enabling consumers to identify legitimate massage workers, thus protecting the health, safety, and welfare of the City. Currently, massage practitioners are required to obtain a City massage license through the Police Department before conducting business in the City. A significant proposed change would be that the City would no longer issue massage licenses, but would require that massage practitioners obtain a State license. The State license requirements are consistent with the City's license requirements, and in some cases more strict.

Local massage practitioners in attendance at the meeting expressed concern that it would take some time for them, and possibly others who practice in the City, to obtain the State license, and they would like some time to complete their licensing before the Code amendments take effect. The Planning Commission directed staff to contact and meet with local massage businesses to educate them regarding the proposed amendments, and to gauge how much time would be needed for these massage businesses to comply with State licensing, before the Planning Commission's further consideration of the amendments to be scheduled for a January meeting. Staff has contacted local massage businesses and scheduled two meeting dates at the City Hall Council Chambers, on December 10th at 2pm, and December 13 at 11am. The draft Massage Ordinance is available for review on the City's website, under the "Departments - Development Services" links.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Part-time Police Cadet Accepting Application through January 2, 2013
- Part-time Public Safety Administrative Clerk Accepting Applications through January 2, 2013
- Police Dispatcher Accepting Applications through January 3, 2013
- Police Officer Accepting Applications through January 3, 2013
- Police Sergeant Accepting Applications through January 3, 2013

Closed Recruitments

- Volunteer Firefighter Reviewing applications, testing scheduled for December 10, 2012
- Part-time Senior Program Specialist Final interview will take place next week
- Recreation Supervisor Second interviews held November 27, final interviews on November 29
- Part-time Paramedics II Applications under review
- Police Part-time Investigator Second interviews November 29, 2012

DIRECTOR WEAVER, SOON TO BE DIRECTOR COX

This was Director Weaver's last full week in the office for the year. She will be working part of the week next week, before taking some time off to get married and honeymoon with her soon-to-be husband, Brian Cox. Elisa will return January 2, 2013 as Director Cox; Miguel Hernandez will be the Acting Director during her vacation.

LIBRARY SERVICES

NEW LIBRARY BOARD TRUSTEE!

Barry Ziff is our new Library Trustee and was appointed by the City Council on November 27, 2012. Barry is a retired college professor, volunteers in the library mostly with Local History, and visited Whittier Public Library and Rancho Cucamonga Public Library with members of the Friends. He lives in town with his wife Leslie. Barry is filling a partial term which runs through June 30, 2014. This position was left vacant when Colin Braudrick resigned in August 2012.

LIBRARY BOARD OF TRUSTEES MEETING DATE CHANGES

Please note the meeting dates below:

Special Meeting: Library Survey Committee, Thursday, November 29, 2012 at 5pm - Conference

Room, City Hall

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

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

UPCOMING CLASSES

Please call (626)355-7186 to reserve a spot!

- Kindle eReader, Tuesday, December 4, 7:00 pm
- Ancestsry.com, Saturday, December 8, 10:00 am

HOLIDAY HOURS

Library will open:

- Christmas Eve, 12/24/12 from 10-2. Children are invited to come to the library and make "mini rose floats".
- New Year's Eve, 12/31/12 from 10-2. Children are invited to come to the library and make New Year's Eve hats!

IN AND OUT BURGER PROGRAM

Nearly 120 children ages 4-12 signed up for the In-N-Out Cover to Cover Club this past November. Each child read at least five books and received certificate with a coupon for a free hamburger or cheeseburger. More than half the children read 15 books during the month and earned three certificates.

SIERRA MADRE'S 2013 "ONE BOOK ONE CITY"

The Sierra Madre Public Library is pleased to announce *Unbroken* by Laura Hillenbrand, as the City's 2013 One Book One City selection. A month-long celebration, including programs with a WWII theme is being planned for the month of February.

MEET OUR NEW PART TIME LIBRARIAN

Stop by the library and meet our new part time librarian Sherry Sue. She is working mostly at the front desk but is helping us weed the collection and catalog books. Sherry is a recent MLS graduate of UCLA and we are delighted to have her with us.

FRIENDS WINE TASTING EVENT

The Friends have scheduled their annual Wine Tasting Event for Sunday, February 17 in the afternoon and will be held at Alverno High School. Proceeds from the event benefit the library. Ticket sales will be coming soon and will be available at the library and other locations in town.

PUBLIC WORKS

GOOD NEWS! AT&T FACILITY UP AND RUNNING

Staff was pleased to receive notification Thursday that the AT&T cellular site located at the Sierra Madre Methodist Church is now in operation. AT&T customers should be seeing improved cell coverage on the west side of town. Staff was also advised that AT&T intends to have its site next door to the Rose Float building up and running by December 17, to complete their improvement of coverage across Sierra Madre. In order to facilitate getting the "Rose Float" site on line ASAP, Public Works will be issuing a temporary encroachment permit for AT&T to place an electrical generator just inside the Maintenance Yard fence. This one –week permit will allow the AT&T site to be energized and tested while T-Mobile, the primary tenant of the site, makes arrangements to provide AT&T a permanent power supply.